



Coalbrook Road, Pontyberem, Llanelli, Carmarthenshire SA15 5HU
 www.neuaddpontyberemhall.co.uk
 Tel: (01269) 871075

Cyngor Cymuned Pontyberem Community Council.
Hire of Institute Facilities.

Applicant/Organisation's Title:.....
 Name and Address of Organiser:.....

 Position in the Organisation:.....
 Contact Telephone (Home):..... Mobile:.....
 Date(s) required:.....
 Time(s) required:.....

Please CIRCLE requirements:

Use of Conference Room	Yes/no	Number of Chairs Required
Use of Lounge	Yes/no	Number of Chairs Required
Use of Kitchen Facilities	Yes/no	Internet	Yes/no
Use of Projector/Laptop	Yes/no	Use of Screen	Yes/no

I/We have read and agree to the conditions of hire and scale of charges.

Signed:.....Print:.....Date:.....

Signed on Behalf of the Council:.....Date:.....

Agreed Hire Charge:..... £.....

(Charges will be in accordance with the Council's Published Scale of Charges).

Pontyberem Community Council and their employees are not responsible for and will not accept liability for any loss or injury howsoever caused whether to property or sustained by any person in Pontyberem Hall and Institute. The Council confirm the hire of the facilities as subject thereto.