



APPLICATION FOR USE OF HEXAGON MUSIC CENTRE

(Please read the condition of use enclosed with this application, before completing this form)

Name of Organisation	
Name of Room(s) Required	

Room:	Main Hall	Ensemble	Trio	Quartetto	Quintetto
Holds:	150	30	5	8	10

Facilities Required	
e.g. flip chart stand, OHP, wireless internet access (passwords need to be set up in advance) CD player, Stage	

SINGLE Booking							
Day		Date:		Time from*		To*	

REGULAR Booking

Day		Time from*		To*	
Date to commence		Frequency i.e. Weekly Fortnightly Monthly			
Date to end		(Please forward list of dates if appropriate)			

* Definite times must be stated. If premises are not vacated at the stated time additional charges will be made

Course Title	
Estimated number of people who will attend	
Style of room layout required (Theatre/Banquet/Boardroom /U shape/Cabaret)	

CATERING

All catering requirements need to be booked through us. Please see attached catering booking form. Prices are subject to an additional cost of £1 per head. Tea and Coffee is charged at £1.50 per drink per head

Number of participants requiring tea or coffee		Number of tea/coffee breaks required	
Time breaks required			
Is a buffet required?		If yes, please complete attached form	

Person responsible for participants and facilities	
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FOR COMPLETION BY THE USER

I have read, understand and agree to accept the conditions for the hire of the Hexagon Music Centre. I agree to pay the appropriate charge to the East Riding of Yorkshire Council.

Name: (please print)	Title	Initial(s)	Surname
Address			
Tel no	Email address		
Signed	Date		

For Internal ERYC users please provide Cost Centre and Detail Code		
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INSURANCE - USER GROUPS MUST HAVE PUBLIC LIABILITY INSURANCE PRIOR TO USE OF THE FACILITIES - PROOF OF COVER MUST BE SENT WITH THE COMPLETED APPLICATION FORM.

Please send this form with a copy of your public liability insurance via post, email or fax:
Schools' Music Service · Hexagon Music Centre · Coltman Avenue · Beverley · HU17 9LP

Email: schools.music@eastriding.gov.uk

Tel (01482) 392680

