



ST HELENS
BOROUGH COUNCIL

St Helens Town Hall Booking Request Form

This form should be used to request the booking of rooms within St Helens Town Hall. The form should be submitted to facilitieservicesadmin@sthelens.gov.uk and the events team will contact you to check details, arrange payment, and confirm the booking.

Type of Booking

Personal / Private	<input type="checkbox"/> Business	<input type="checkbox"/> Charity	<input type="checkbox"/> Other*
*If other, please specify here			

Contact Details

Forename		Surname	
Address			
Post Code		Telephone No.	
Email Address			

Organisation Details (where applicable)

Name of Organisation			
Charity or Company Number (where applicable)			
Address			
Post Code		Telephone No.	
Email Address			

Booking Details

Event Name			
Event Category	<input type="checkbox"/> Meeting	<input type="checkbox"/> Training	<input type="checkbox"/> Conference
	<input type="checkbox"/> Conference	<input type="checkbox"/> Awards	<input type="checkbox"/> Entertainment
	<input type="checkbox"/>	<input type="checkbox"/> Celebration	<input type="checkbox"/> Other*
*If other, please specify here			
Brief Description of Event			
Booking Type	<input type="checkbox"/> One-Time	<input type="checkbox"/> Multiple-Dates*	<input type="checkbox"/> Recurring*
<i>*For multiple dates and recurring events, please provide details of future dates in the additional booking details section.</i>			

Date of Event (this is the first date for multiple or recurring bookings.)		
Time From		Time To
Number of attendees		
If any attendee has specific access requirements, please provide details here.		

Room Details

Rooms Required	<input type="checkbox"/> Assembly Hall	<input type="checkbox"/> Ceremony Room	<input type="checkbox"/> Council Chamber
	<input type="checkbox"/> Legh Room	<input type="checkbox"/> Pilkington Room	<input type="checkbox"/> Committee Room
	<input type="checkbox"/> Glass Room	<input type="checkbox"/> Dream Room	<input type="checkbox"/> Colliery Room
	<input type="checkbox"/> Carr Room	<input type="checkbox"/> Billinge Room	
Layout Required	<input type="checkbox"/> Boardroom	<input type="checkbox"/> Theatre Style	<input type="checkbox"/> Cabaret
	<input type="checkbox"/> Multiple*	<input type="checkbox"/> Other*	
*If multiple or other, please provide details here.			
Number of Tables		Number of Chairs	
Audio-visual Requirements	<input type="checkbox"/> Hybrid Meeting Equipment		<input type="checkbox"/> Large Screen TV
	<input type="checkbox"/> Hiring From Third Party*	<input type="checkbox"/> Music System	<input type="checkbox"/> Other*
*If other or hiring from third party, please provide details of any audio-visual equipment you will require or the equipment you are hiring for use at your event.			
<p>Please click the link below and complete the form if you require Catering.</p> <p>https://forms.office.com/e/8w0FS2TWqg</p>			

Additional Booking Details

Additional details for multiple date or recurring bookings (please provide dates, times and attendee numbers for all required bookings)