

ABERGELE TOWN COUNCIL

COUNCIL OFFICES, LLANDDULAS ROAD, ABERGELE, CONWY, LL22 7BT

AGREEMENT FOR THE OCCASIONAL USE OF THE PREMISES AND CONDITIONS OF USE [See Overleaf].

This Agreement is between the Town Council and

User's Name.....

Organisation.....

Address

.....

Post Code

Telephone Number Fax No.

E – Mail

Whereby it is agreed that the premises be available on the following terms :-

Date[s] and purpose of use

Hours of use [arrival] To [departure]

Room[s] to be used

If you require translation services you will need to organise your own equipment and translator.

Amount Payable [TO BE PAID WHEN BOOKING]

[Cheques to be made payable to Abergele Town Council]*

[See note 2 Conditions of Use for costs].

Signed [User]

On behalf of Date

OFFICE USE.

Accepted on behalf of the Council. Date :

Deposit Paid : Date :

Invoice sent Date :

Balance Paid : Date :