



**Stanley Palace,  
Watergate Street,  
Chester,  
CH1 2LF,  
Tel/fax 01244  
325586**

**Office Hours: Tuesday – Friday 10.00am –  
4.00pm (closed 1.00 – 2.00pm)**

*The Friends of Stanley Palace Reg, Charity No 1076693*

**Trustees: Dennis Bate (Chairman) Allan Jones, Terry Rimmer  
Secretary: Janet Jones**

## Hiring Form

Please read the “Conditions of Hire” then carefully complete this form & return it to us signed within seven days of provisional enquiry. A duplicate copy of this form will be sent to you for your records, Please retain the “Conditions of Hire”

Name of Hirer .....  
Address .....  
Telephone Numbers .....  
Contact Name .....  
Contact’s Telephone Number .....

Day & Date of Hiring .....  
Time of Hiring from ..... To .....  
Purpose of Hiring .....

Rooms Required (please indicate with a tick)

The Whole Building .....  
Gallery .....  
Dining Room .....  
Queen Anne Room .....  
Kitchen facilities .....  
Kitchen Tea/Coffee making only .....  
Use of Grand Piano – by arrangement with Stanley Palace .....

Payment – Cheques to be made payable to “Friends of Stanley Palace”  
Total Amount Payable .....  
Deposit Due at Time of Reservation .....  
Balance of Payment (due on presentation of invoice) .....

Please note weekly / monthly hirers are invoiced on a monthly basis.  
Event / Casual hiring – balance of payment must be received before the date of event

I have read and hereby agree to the terms and conditions of hire

Signed ..... Date .....