

**Mayor of Test Valley Free Let request**

During their Civic Year, the Mayor of Test Valley has discretion to grant up to 12 free-lets of the Crosfield Hall, Romsey, and up to 12 free-lets of the Upper Guildhall, Andover, for charity events. Mayoral free-lets are for a period of up to 5hrs, daytime or evening, weekday or weekend. Any additional time is charged at a concessionary rate for charities.

**Crosfield Hall, Broadwater Road, Romsey, SO51 8GL**

**Upper Guildhall, High Street, Andover, SP10 1LP**

To apply for a free-let please complete the following information, so the Mayor can consider your request, and return to the Mayor’s Assistant:

[sgoodridge@testvalley.gov.uk](mailto:sgoodridge@testvalley.gov.uk) 01264 368022

**Name of your charity/organisation:** ……………………………………………………..

**Your contact details:**

**Name** ………………………………………………………………………………………….

**Telephone** ……………………………………………………………………………………

**Email** ………………………………………………………………………………………….

**How does your charity/organisation benefit the residents of Test Valley:**

………………………………………………………………………………………………….

**Event to be held:** ……………………………………………………………………………

**Preferred date and venue for event:** ........................................................................

**Number of attendees expected:** …………………………………………………………

(maximum occupancy: Upper Guildhall x55 / Crosfield Hall x350, Annex x60)

**Will you require the Mayor of Test Valley to attend this event: Yes / No**

**If the Mayor is unavailable to attend this event would you like the Deputy Mayor to attend: Yes / No**

For all bookings: aPersonal Emergency Evacuation Plan (PEEP) form for any disabled persons attending your event will need to be completed to comply with Fire Safety Regulations, as the Guildhall has a single entrance/exit and is located on the first floor. For this purpose a disabled person is someone who is unable to walk down the stairs and away from the building without assistance.

Once a free-let has been granted, by the Mayor, you will need to make your booking directly with TVBC Property and Asset Management:

roombooking[@testvalley.gov.uk](mailto:lfox@testvalley.gov.uk) 01264 368307

By completing this form, Test Valley Borough Council (the Mayor’s Office and Property and Asset Management) will be processing the information you provide to us with your consent in order to deal with your application for a Mayor’s free-let at either Crosfield Hall, Romsey or the Upper Guildhall in Andover. Without this information, we will be unable to deal with your request.

The information you provide will be retained for 7 years. If you would like your details removed sooner, please e-mail us at RoomBooking@testvalley.gov.uk and we will ensure that your details are securely deleted.

Thank you.