

**BARNSELY METROPOLITAN BOROUGH COUNCIL  
STRATEGIC PROPERTY & PROCUREMENT - FACILITIES MANAGEMENT  
REQUEST FOR LIBRARY ACCOMMODATION**

Please detail your requirements by completing this form of application (note drop down options) which outline the facilities available, together with details of charges applicable.

The form should be saved to your own computer before completion. Once completed, it can be emailed to facilities management, by hitting the 'email' button at the bottom of the form.

Should you have any queries please contact the FM Support Team on 01226 773000 or via email ([facilitiesmanagement@barnsley.gov.uk](mailto:facilitiesmanagement@barnsley.gov.uk))

Please Note: This form should be submitted at least 10 working days prior to event

**Originator Details**

Name Telephone Number

Email Address

**Invoice Details**

Name Organisation

Telephone Number Email Address

Invoice Address

**Event Information**

Person Responsible for Event Telephone Number

Category of Event \* If Other Please Specify

Event Name Number of Attendees

Event Date

Event Start Time Event EndTime

Repeating Dates

**Event Requirements**

*\* Detailed venue information shown on the following pages.*

Location Room

Layout Publicity

Special Requirements

**Additional Information**

By submitting this request the above named originator agrees to be bound by the Library Terms and Conditions of room hire. We will only use personal information for services you provide to us or we provide to you. You can find more information on our website at [www.barnsley.gov.uk/privacy](http://www.barnsley.gov.uk/privacy)