

St. Mary's Community Hall Hiring Agreement

Please complete this form and return it as soon as possible.

Date of Event :

Time from :.....to Total hours

Hourly Rate for Hire period £..... Cost of Total Hours £.....

Purpose of Hire.....

Name of Organisation/Hirer
.....

Address.....

Phone No:Mobile.....

e-mail.....

Bank Account Details for deposit refund. Name..... Sort Code.....Acc No.....

The person in whose name the Hall is hired must be aged 21 years or over and will be held responsible for the Conditions of Hire of the Hall.

Are you selling alcohol at your event? YES/NO

If YES you will need to apply for a Temporary Event Notice from Rother District Council. Please provide a copy of this to the booking clerk.

Declaration

I declare that the information given above is correct.

I declare that I have read and understood the St Mary's Community Hall Licensing Conditions, Standard Conditions of Hire and Hiring Rules (Terms & Conditions).

Signed: Date:

PLEASE RETURN FORM WITHIN 14 DAYS TO CONFIRM BOOKING AND DEPOSIT MUST BE PAID TO SECURE THE BOOKING. PLEASE PROVIDE BANK DETAILS FOR RETURN OF THE DEPOSIT.

Balance and Breakage Deposit amounts must be received four weeks or earlier prior to hiring date. A refund of the Breakage Deposit amount will be returned within 28 days after hiring date providing all terms and conditions have been met.

Payment by BACS to the Account:-

Email the booking form to Udimorehallbooking@gmail.com

OR

Name: St Mary's Community Hall

Please send the booking form to the address below:-

Sort code: 30-90-28

Sowdens Orchard,

Acc no: 36733660

Udimore, Rye

TN31 6BG

TO BE COMPLETED BY BOOKING CLERK

	Amount	Date received	Receipt no.	sBACS
Cost of hire				
Deposit				
Breakage Deposit				