



# APPLICATION TO HIRE SOUTH ROOM - 1<sup>st</sup> FLOOR



Reference number..... [for office use only]

**Type of hire:** **Casual** - one session or **Regular** – weekly or monthly (**circle which applicable**)

If Regular, please state day of the week required .....

Period of hire: Date: From ..... to:.....

Time: From..... to:.....

*(Please note that no event may continue after 11 pm and the premises must be vacated by 11.30pm)*

**Purpose for hire:** describe type of event: .....

**PLEASE NOTE THAT THE HIRER IS RESPONSIBLE FOR OBTAINING ANY LICENCES REQUIRED FOR THE HIRE INCLUDING ALL NECESSARY INSURANCE COVER**

Name of person/organisation on whose behalf the Hall is hired:.....

.....

Your Name:.....

Address:.....

.....Postcode.....

Tel Home/Work:.....Mobile:.....

Email: .....

I hereby apply to hire the south room in the Parish Hub, Copthorne, in accordance with the details listed above. I have read the Conditions of Hire and agree to be bound by those Conditions. I am over 21 years of age.

I enclose a cheque for £100 to be held as a Refundable Damage/Security Deposit – **Yes / No**

<b>Additional Services</b>	<b>Cost</b>	<b>Please indicate</b>
Room Set Up/Breakdown (please indicate which or both)	£15 each	Set / Clear / No
Clean (including removal of rubbish)	£15 per hire	Yes / No
Flipcharts	£10 each	1 / 2 / No
Stationery & Pencils	£3 per delegate	
Audio/Visual Equipment (projector & Screen)	£30 per hire	Yes / No
1 <sup>st</sup> Floor Kitchenette (microwave/fridge/dishwasher/etc)	Included*	Yes / No
Catering Services (please contact Kate Bagnall)	From £1.50	Yes / No

I understand that payment of the hire charge, and additional service fees are payable against receipt of invoice after the event within 14 days. I understand that if I cancel the hire within 7 days of the event, Worth Parish Council reserve the right to charge 100% of the hire charge.

Signed..... Date: .....

Once completed, please return this form to The Parish Clerk, Worth Parish Council, The Parish Hub, Borers Arms Road, Copthorne, RH10 3ZQ.

Please make cheques payable to "Worth Parish Council"

Electronic payments should be made to Worth Parish Council, Sort Code 20-23-97, Account number 70989630 and have a reference of "Meeting Room [your name]"

Should you wish to scan and email the form, please send it to [parishhub@gmail.com](mailto:parishhub@gmail.com) and put the original in the post with your deposit cheque.

Worth Parish Council cares to ensure the security of personal data. We make sure that your information is protected from authorised access, loss manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies. We will not share your data and only keep your data for the purpose it was collected for and only for as long as necessary, after which it will be deleted. (Please view our Privacy Notice & Retention Policy online at [worth-pc.gov.uk](http://worth-pc.gov.uk))