

**SOUTH HEIGHTON VILLAGE HALL: HIRING AGREEMENT (Registered Charity 305309)**  
***The Hollow, South Heighton, BN9 0HL***

**Please note that the hirer must ring 01273 513106/07812 115805 to check date availability prior to returning this application form.**

Applications must be submitted at least 14 days before the date of hiring.

Please complete all sections:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date required: \_\_\_\_\_

Time of booking: From \_\_\_\_\_ To: \_\_\_\_\_

Purpose of hire: \_\_\_\_\_

If for a birthday party, state age \_\_\_\_\_

How many people are expected to attend? \_\_\_\_\_ Age range: \_\_\_\_\_

Will there be a disco? \_\_\_\_\_

Will alcohol be consumed? \_\_\_\_\_ If yes, will it be for sale? \_\_\_\_\_

If for sale, please confirm that a Temporary Event Notice will be submitted to the Licensing Officers of Lewes District Council and Sussex Police? Yes/No

Details of any electrical equipment to be used: \_\_\_\_\_  
e.g. projectors, disco equipment, lights, CD players

Fees: \_\_\_\_\_

Please return the application form by email to [villagehall@southheighton.org](mailto:villagehall@southheighton.org)

**Online payment:** Sort code 30-95-01, Account number 00854262

Please give your last name and "Hall Hire" as the payment reference

**OR**

Please make cheques payable to South Heighton Village Hall and post this form and payment to:

Sophy Thorpe, Valleyview, Heighton Road, South Heighton BN9 0JJ

The hirer must contact Sophy Thorpe on 01273 513106/07812 115805 or on the email above a few days before the booking to arrange a time to collect the hall keys.

**Cancellation charges: 2+ weeks' notice 100% refund, 1+ week's notice 50% refund, no refund for less than 1 week's notice.**

I confirm that the above details are accurate and that I have read and accept the "Conditions of Hire of Premises" and "Fire Safety Advice", and I agree to observe and abide by them.

Signed: \_\_\_\_\_

To be signed by the person whose name and address is given above (electronic signature accepted).

**PLEASE NOTE: We will email you on receipt of payment to confirm your booking.**