

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

Online payment: Sort code 30-95-01, Account number 00854262, Account name South Heighton Village Hall Management Committee

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.