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Holbrook Community Centre
Holbrook School Lane
Horsham
West Sussex, RH12 5PP

Hire Application Form – Occasional Bookings

(This form is to be used alongside the Terms & Conditions for Hire)

Date of Hire:

Purpose of Hire:

Name of Hirer:

Time Required:

(NO ACCESS WILL BE BEFORE THE TIME REQUESTED ABOVE, INCLUDING ANY ENTERTAINMENT YOU HAVE BOOKED)

Hire Charge (£15.00 per every Hour-minimum hire of 2 hours):

(Please make sure you include time for setting up/clearing away. You will not gain entry to the premises before the time you request and if you are not ready to vacate the premises at the time stated your deposit will not be returned).

This completed and signed form together with the total Hire Charge cheque / cash should be returned to 7 Byron Close, Horsham, West Sussex, RH12 5PA for the attention of Liz Pratt as soon as possible. Your booking is not confirmed until you receive a confirmation email from the above email address.

A £50 Breakages/Damage deposit is required to be paid on the day of hire when you are given access. This will be returned at the end of your hire providing there has not been any breakages or damage.

(*See Policy and Conditions of Hire for more information)

Address of Hirer:

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Telephone No:

E-Mail Address:

(Confirmation of hall hire will be sent to this email address)

Ensure you complete pages 1 and 2 of this hire form

<p><u>CENTRE ACCESS</u></p> <p>I understand that I must include time for setting up/clearing away. You will not gain entry to the premises before the time you request and if you are not ready to vacate the premises at the time stated your deposit cheque will be forfeit</p>	<p>Initial to accept</p>
<p><u>ALCOHOL</u></p> <p>Holbrook Community Centre is not subject to a Premises License. If it is the intention of the hirer to sell or supply alcohol even for self-consumption, it is the Hirer's responsibility to make an application to Horsham District Council for a Temporary Event Notice. A copy of the Notice, when obtained, must be provided to Holbrook Community Centre. It is the responsibility of the Hirer to ensure that the provision and serving of alcohol is in accordance with the Licensing Act 2003.</p> <p><i>It is the responsibility of the main hirer to ensure that no alcoholic beverages in any form are not administered to minors while on the premises</i></p>	<p>Initial to accept</p>
<p><u>DEPOSIT</u></p> <p>A deposit of £50.00 payable by cheque is required to secure your booking.</p> <p>The deposit cheque is refundable subject to deductions for any damage to property and equipment, the need for additional cleaning after the event and any additional costs incurred by the Holbrook Community Centre associated with servicing the event outside the agreed times and terms of hire, the deposit cheque will be returned within 14 working days of your hire.</p>	<p>Initial to accept</p>
<p><u>CLEANLINESS</u></p> <p>All Hirers shall leave all areas of the premises which have been hired clean and tidy and in an acceptable condition.</p> <p>Cleaning equipment will be provided, along with 2 rubbish sacks - if you require more than 2 then please provide them. <i>NOTE: ALL RUBBISH SACKS ARE TO BE TAKEN HOME WITH THE HIRER FOR DISPOSAL.</i> This enables us to keep hiring costs down.</p> <p>The location of brooms, dustpans and brushes and mops will be pointed out by Holbrook Community Centre Management as appropriate.</p>	<p>Initial to accept</p>
<p><u>SMOKING</u></p> <p>In accordance with the law, smoking is not permitted on any part of Holbrook Community Centre premises or grounds, you must go out to Holbrook School Lane off the premises to smoke.</p>	<p>Initial to accept</p>

Signature:

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(By signing this agreement you confirm that you have read and agree to adhere to Holbrook Community Centre Policy and Conditions of Hire)