



EAST COURT
WEDDINGS & CELEBRATIONS

APPLICATION FOR HIRE OF THE MERIDIAN HALL

Name/s:.....

Address:

.....

Post Code:.....

Mobile Number:.....

Home / Work Number:

E-mail address:

Type of Function:.....

Date of Function:

Number of people expected to attend:

Start of booking

(This must include all preparation time)

Start of function

End of function

(Latest time is Midnight)

End of clearing up

(Latest time permitted is 00:30 any additional time is chargeable at double rate)

Do you require the pay bar?

(This is provided by East Grinstead Town Council only)

Are you providing own alcohol?

(If yes please refer to Condition 12)

Are you employing a Professional Caterer?

Name of Caterer (if applicable)

Do you require the ceiling voile? (Additional charge)



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DECLARATION

IMPORTANT: Please read the attached conditions and regulations before signing as it may affect your legal rights.

(Please tick) I note that this Application does not in itself constitute any Agreement, but agree that when written notification of acceptance has been received this application and such acceptance shall constitute the legal contract of hiring between East Grinstead Town Council and myself and organisation on whose behalf I am officially authorised to make the hiring.

(Please tick) **I confirm that I have received the Council's Conditions of Use and Hire and have read and understood them and a copy of the Official Scale of Charges.** I voluntarily accept the same and undertake to abide by and conform to the same in the event of this application being granted.

(Please tick) I am over 18 years of age.

(Please tick) In order for this booking to be confirmed a 50% deposit is payable. I understand this deposit is non-refundable.

Signature of applicant:

Date:

Print name



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01342 335056
Call our Functions Co-ordinator