

EAST GRINSTEAD TOWN COUNCIL

Council Offices, East Court, College Lane, East Grinstead,
West Sussex, RH19 3LT
Tel: 01342 323636, Fax: 01342 327823



Acting In Their Capacity As Trustees Of The Parish Halls (Registered Charity No. 206371)

APPLICATION FOR HIRE OF FACILITIES AT THE PARISH HALLS

LARGE PARISH HALL

DE LA WARR ROAD, EAST GRINSTEAD RH19 3BP

(Registered Charity No. 206371)

DATE	DAY	START TIME	FINISH TIME

Please allow for preparation and clearing up time

Type of function: _____

Number of people to be accommodated: _____

Will there be adequate adult/parent supervision: _____

Please indicate if you require use of:

PA System

Piano

Entered in Diary	
Deposit Amount	
Receipt No	
Invoice No	

Function on behalf of: _____

_____ Post Code: _____

Name and address the account is to be sent to if different from below:

I, the undersigned, make application for use of the Parish Halls in accordance with the details set out above.

I agree that any use of the Parish Halls is subject to the terms and conditions stipulated to me and which I have read and understood.

Signed: _____ Name: _____

Address: _____

_____ Post Code: _____

Daytime Tel: _____ Date: _____

**When completed, this form should be returned with your deposit
or full amount to
The Town Clerk at the address overleaf.**