



**EAST GRINSTEAD TOWN COUNCIL**  
**APPLICATION FOR HIRE OF EAST COURT MANSION**

DEPOSIT:.....RECEIPT NO:.....

INVOICE:.....RECEIPT NO:.....

Name:.....

Organisation: (if applicable) .....

Address: .....

..... Post Code: .....

Tel No: Work : ..... Home:..... Mobile:.....

E-mail address:.....

Type of Function:.....

Date(s) of Function: .....

.....(continue on separate sheet if necessary)

No of people expected to attend: .....

Start of setting up: ..... Start of function:.....

End of function:..... (Latest finish time 2330, guests to vacate by 0000)

End of clearing up:..... (Premises to be cleared by 0030)

**ROOM(S) REQUIRED:**

**MAIN HALL**  **CRANSTON SUITE**  **COUNCIL CHAMBER**  **MUSIC ROOM**

Please note there is a piano available for hire at a reasonable rate (charges provided on request) and this can be moved to either the Main Hall or Cranston Suite.

Account: to be sent to if different from above: .....

Name:.....

Address .....

.....

**PTO** →

**Office Use Only:**

	Hrs @ £	per hour	=		Sub Total B/fwd	=	
	Hrs @ £	per hour	=		Damages	=	
Large Kitchen charge			=				_____
Sub Total			=	_____	Sub Total	=	_____
VAT			=		Less deposit	=	
Sub Total			=	_____	TOTAL DUE	=	_____

Is the Large Kitchen required: YES/NO (delete as applicable)

If yes is the ovens/hob required: YES/NO (delete as applicable)

Please note free use of the small kitchen attached to the Main Hall is available to all hirers.

PROFESSIONAL CATERER YES/NO

NAME OF CATERER .....

*(Please note your professional caterer needs to provide public liability insurance details.)*

**DEPOSIT/PAYMENT OF MONIES DUE**

Please note that a deposit must accompany this form in order that the application may be considered. For details of the amount of deposit please see Condition 18. The invoice will be sent out the month before the hire date and payment of the balance is due 14 days before the hire date.

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

**DECLARATION**

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.

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.

I am over 18 years of age.

Signature of applicant: ..... Date: .....

Print name .....