



EAST GRINSTEAD TOWN COUNCIL
APPLICATION FOR HIRE OF MERIDIAN HALL

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).

Do you require a pay bar?..... (if YES please refer to Condition 8)

Account: to be sent to if different from above:

Name:.....

Address

.....

PTO →

Office Use Only:

Hrs @ £	per hour	=
Hrs @ £	per hour	=
Kitchen charge		=
Damages		=
Total		=
Less Deposit		=
TOTAL DUE		=

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

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

PROFESSIONAL CATERER YES/NO

NAME OF CATERER

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

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

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 and payment of the balance please see Condition 4. Cheques should be made payable to East Grinstead Town Council.