

# **EAST GRINSTEAD TOWN COUNCIL**

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



## **APPLICATION FOR HIRE OF THE COURT ROOM IN THE OLD COURT HOUSE**

DATE	DAY	START TIME	FINISH TIME

**No alcohol permitted on the premises  
Please allow for preparation and clearing up time**

Type of function: \_\_\_\_\_

Number of people to be accommodated: \_\_\_\_\_

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 Old Court House in accordance with the details set out above.

I agree that any use of The Old Court House is subject to the Town Council's standard terms and conditions of hire, which I have read and understood.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Daytime Tel: \_\_\_\_\_ Date: \_\_\_\_\_

**When completed, this form should be to the above address**

### **BOOKING TIMES & CHARGES TARIFF 2019-2020**

Day	Session Times	Rate per Session
Monday – Friday	09:00/13:00	£28.50
	13:30/17:30	£28.50
	18:00/22:00	£30.00
	<b>£ per hour</b>	<b>Minimum Hire Period 3 hours</b>
Saturday/Sunday	£10.00ph	09:00/22:00