



## APPLICATION FOR HIRE OF THE MERIDIAN HALL

In order for the application to be considered a 50% deposit must accompany this form and late bookings need to be paid in full. For details of the balance please see Condition 4.  
Cheques should be made payable to East Grinstead Town Council.

**Names of persons:**.....

.....

**Address:** .....

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

**Telephone Numbers Work:** .....

**Home:** .....

**Mobile:** .....

**E-mail address:** .....

**Type of Function:** .....

**Date of Function:** .....

.....

**Number of people expected to attend:** .....

**Start of booking** (to include all preparation time) .....

**Start of function** .....

**End of function** (latest time Midnight, guests vacated by 12.30am) .....

**End of clearing up** .....

**Do you require a cash pay bar?** (provided by East Grinstead Town Council only) .....

**Are you providing own alcohol?** (If YES please refer to Condition 12) .....

**Is the kitchen required?** .....

(If **No** please note that the kitchen will be locked with no access to the bar)

**Are you employing a Professional Caterer?** .....

**Name of Caterer (if applicable)** .....

**Do you require the ceiling voile?** .....



## 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.

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

**Print name** .....

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**Office Use Only:**

<b>Deposit</b>		
<b>Pay Bar</b>		
<b>Caterer P/L</b>		
<b>Entertainment P/L</b>		
<b>Balance</b>		
<b>Layout</b>		
<b>Damages</b>		