



## APPLICATION FOR THE EAST COURT TERRACES

**Company / Organisation Name** (if relevant): .....

**Booking Name/s:** .....

**Mobile Number:** .....

**Home / Work Number:** .....

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

**Accounts Name** (if relevant): .....

**Address:** .....

.....

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

**Accounts E-mail address:** (if relevant): .....

	<b>Number expected:</b>
<b>East Court Lower Terrace (maximum of 80 people)</b>	

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

**Brief Description of Event:** .....

.....

**Date(s) of Booking:** .....

.....

**Start Time of booking** .....

**End Time of booking** .....

### BOOKING TIMES & CHARGES TARIFF 2022-2024

Session Times	£ per Session	Months Permitted
09:00 – 12:00	£30.00	Between June and September Only
12:00 – 15:00		
15:00 – 18:00		
18:00 – 21:00		



**Are you providing or allowing any alcohol?** .....

(If yes please note permission from the Council will need to be sought)

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

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

### **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.

(Please tick) I understand the use of BBQ's, Fires, Bouncy Castles or Ball Games are not permitted.

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

**Date:** .....

**Print name**.....