



APPLICATION FOR HIRE: THE OLD COURT HOUSE

Names of persons:.....

Names of Organisation / Company (if applicable):.....

Address:
 **Post Code:**

Telephone Numbers Work:.....

Home:

Mobile:

E-mail address:

	Number expected:
Court Room (Maximum of 60 people)	

Type of Function:.....

Date(s) of Function:

Start of booking:

End of booking:.....

(Please ensure you have booked enough time to set up at the beginning and clearing up after your event.)

Accounts to be sent to if different from above: Name:

Address:

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

BOOKING TIMES & CHARGES TARIFF 2026-2028

Day	£ per Hour	Minimum Hire 2 Hours
Monday – Friday	£13.00	08:00/22:00
Saturday – Sunday	£ per hour	Minimum Hire Period 3 hours
	£20.00	09:00/22:00
Block Booking	£ per hour	Minimum Hire Period 2 hours
12 x 2 hours in 12 months	£18.00	09:00/22:00

DECLARATION: PTO →

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 read and understood the Council's Conditions of Use and Hire and 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 that no alcohol is permitted on premise.

Signature of applicant: **Date:**

Print name

EQUIPMENT

IMPORTANT: Please note only the following equipment is available for use. All crockery & cutlery must be returned cleaned if used.

Tables & Chairs	
Chairs	60
Small Tables (76 x 93)	8
Large Tables (183 x 68.5)	11
Sundry	
Projector Stand	1
Screen	1
Media Projector (if available)	Prior Booking Only
Kitchenette includes wall mounted hot water boiler (no fridge)	
Hot water Flask	1
Water Jugs	2
Cups & Saucers	30
Small Plates	30
Large Plates	5
Cutlery (Knives, Forks & Spoons)	30 of each
Teaspoons	30