

BOOKING FORM
ST JOHN'S COMMUNITY HALL
BROADBRIDGE HEATH

Name of Hirer (YOUR OWN NAME):

Organization name (IF APPLICABLE):

Address:

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CONTACT TELEPHONE NUMBER:

CONTACT NUMBER DURING THE EVENT:

DATE OF HIRE:

TIMES OF HIRE: (start and finish):

Purpose of hire:

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Any special requests:

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The St John's Community Hall management committee cannot guarantee to meet all special requests, but will endeavour to do so.

Deposit enclosed: (50% of hire fee):

Cheques payable to Horsham PCC please

Please tick the hall requested:

Main hall with kitchen (drinks only) Meeting room 1 only

Main hall with kitchen
& adjoining rooms Preparation of hot food

Preparation of cold food

PLEASE READ THE CONDITIONS OF HIRE AND DECLARATION OVERLEAF,
BEFORE SIGNING AND RETURNING THIS FORM AND DEPOSIT TO: Sarah
Tombling, Administrator, St John's Community Hall, Church Lane, Broadbridge
Heath, RH12 3LD

Declaration:

I declare that I have read the Conditions of Hire and undertake to abide by them. I enclose copies of my Public Liability Insurance certificate (if required) and alcohol license (if required), together with the deposit of 50% of the hire charge. I undertake to reimburse St John's Church for the cost of any damage incurred during this hire and to pay for any additional cleaning necessary. I indemnify Horsham PCC and the St John's Community Hall Management Committee against all claims which should be covered by my insurance, and I accept all responsibility for ensuring compliance with the Licensing Act 2003.

I will pay the remaining 50% of the hire charge **no later than 1 week before the event.**

If I have made any false statement in relation to this booking, or I have failed to remit the second half of the fee, I acknowledge that the St John's Hall Management Committee may cancel my booking and I will forfeit the deposit. In these circumstances I shall have no claim whatsoever against St John's Church or Horsham PCC.

Signature:

Date:

If you would like e-mail confirmation of your booking, please include your e-mail address:

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For its part, if your booking is accepted, St John's Hall Management Committee undertakes to make the hall available to you on these terms. If we cannot accept your booking, your deposit will be returned to you.

(Please note that an event may be taking place in another part of the building during your booking.)