

**APPLICATION TO HIRE
COUNCIL MEETING ROOM - 1st FLOOR
THE PARISH HUB, COPTHORNE
Borers Arms Road, Copthorne, RH10 3ZQ**

Reference number.....
[for office use only]

Type of hire: Casual (i.e. one session); Regular – weekly or monthly. (circle which applicable)

If Regular, please state day of the week required

Period of hire: Date: From to:

Time: From..... to:

(Please note that no event may continue after 11 pm and the premises must be vacated by 11.30pm)

Purpose for hire: describe type of event:
.....

PLEASE NOTE THAT THE HIRER IS RESPONSIBLE FOR OBTAINING ANY LICENCES REQUIRED FOR THE HIRE INCLUDING ALL NECESSARY INSURANCE COVER

Details of hirer: Name of person or organisation on whose behalf the Meeting Room is hired:

.....

Your name:

Your address:

.....

Tel home: Mobile:

Email:

I hereby apply to hire The Council Meeting Room in the Parish Hub, Copthorne, in accordance with the details listed above. I have read the Conditions of Hire and agree to be bound by those Conditions. I am over 21 years of age.

I enclose a cheque for £100 / I confirm that I have made an electronic payment of £100. (Please delete as appropriate)

Signed..... Date:

Once completed, please return this form to The Parish Clerk, Worth Parish Council, The Parish Hub, Borers Arms Road, Copthorne, RH10 3ZQ.

Please make cheques payable to Worth Parish Council

Electronic payments should be made to Worth Parish Council, Sort Code 20-23-97, Account number 70989630 and have a reference of "Meeting Room [your name]"