# CRAWLEY HORTICULTURAL SOCIETY

## APPLICATION FOR CASUAL HIRE OF HALL

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| Person arranging the Hire “The Hirer” (applicants must be at least 21 years of age) |
| Name of Contact |  |
| Name of Organisation |  |
| Telephone numbers | Home | Work |
| Mobile | Other |
| Address  |  |
| Postcode |  |
| E-mail address |  |

|  |  |
| --- | --- |
| CHS Membership No & Expiry date (if applicable) |  |

|  |
| --- |
| Date and Time of Hire (Including preparation and clear-up time) |
| Date required | Day of week |
| From AM / PM | To AM / PM |

|  |
| --- |
| Purpose of Hire / Type of Function |
|  |
| Number of adults and children expected to attend | Adults | Children |

|  |
| --- |
| Facilities required |
| Tables? YES / NO How many? | Chairs? YES / NO How many? |
| Kitchen? | YES / NO | Crockery? | YES / NO |
| Cutlery? | YES / NO | Glasses? | YES / NO |
| Water boiler / Kettles? | YES / NO | Hot water? | YES / NO |
| Projector screen? | YES / NO | Garden? | YES / NO |
| Is your Organisation a Registered Charity? YES / NO | Registration Number |
| Will alcohol be served?  | YES / NO |
| Will alcohol be sold? (Sight of Magistrates Licence will be required) | YES / NO |
| Are you charging for entry? | YES / NO |
| Are you holding a raffle or draw? | YES / NO |
| Will any music be played? | YES / NO |
| Will music be live or recorded? | Live / Recorded |
| Is membership of your Organisation required in order to attend this event? | YES / NO |

1. Payment
	1. Payment for all facilities is in accordance with the published schedule of charges and must be made in advance of the hire date(s)
	2. If your remittance is not received by the date(s) as outlined, your hire agreement will automatically be cancelled without further reference.
	3. Please make cheques payable to: Crawley Horticultural Society
2. Any additional costs incurred by the Society for breakages, cleaning etc. will be invoiced.
3. CANCELLATIONS
	1. MADE BY THE HIRER: Must be made to the Hall Manager in accordance with the Conditions of Hire, and must be confirmed in writing. Frequent cancellations may result in a session charge.
	2. MADE BY THE SOCIETY: If in any doubt regarding the availability of facilities owing to bad weather, power, failure, fuel shortage or any other unforeseen circumstances, please telephone the Hall Manager on 01293 537588.

A COPY OF THE CRAWLEY HORTICULTURAL SOCIETY HALL CONDITIONS OF HIRE IS AVAILABLE FOR YOUR INFORMATION AND RETENTION (please ask if not appended)

I hereby make application for the use of the facilities above and upon such application being granted, I undertake to pay in advance the charges in respect thereof and to accept and comply with the Crawley Horticultural Society Hall Conditions of Hire.

I declare that I am over the age of 21 years and have read and understood the attached Conditions of Hire.

Signature of Applicant ………………………………………………………………..

Full Name (Block Capitals) ………………………………………………………………..

Date of signature ………………………………………………………………..