



# SIDNEY WEST PAVILION HIRE APPLICATION

Contact: 01444 247726 and ask for Sidney West Bookings, or email [bookings@burgesshill.gov.uk](mailto:bookings@burgesshill.gov.uk)

| YOUR DETAILS         |            |
|----------------------|------------|
| Organisation Name:   |            |
| Where are you based: |            |
| Contact details:     | Name:      |
|                      | Address:   |
|                      | Telephone: |
|                      | Mobile:    |
|                      | Email:     |

| HIRE DETAILS (prices may be subject to revision, please confirm at time of booking)   |  |
|---|--|
| Purpose of hire:  |  |
| Please complete the area you are looking to hire...   | <b>When would you like to hire the facility?</b><br>Please state days, dates and timings<br>e.g. every Tuesday from 22/07/17, 18.00-20.00hrs |
| <p><b>Main Hall (up to concertina door)</b><br/><b>£13.45/hr</b></p> <p>[ please note this rate increases to £20.20 per hour if you live outside Burgess Hill ]</p> |  |
| Are the above timings flexible?   | Days : Y/N      Time : Y/N   |

|  |                             |
|--|-----------------------------|
| <b>Other requirements:</b><br><br>Tables/Chairs:<br><br>Kitchen:<br>(Please note we cannot guarantee sole use)<br><br>Other: | Please give further details |
|  |                             |
|  |                             |

## INSURANCE

Public Liability Insurance cover to a **minimum value of £2 million**, is required for the regular hire of this facility. **A copy of the insurance certificate must accompany this application form.** (Not applicable for one-off, private, non-commercial hires).

## DECLARATIONS AND SIGNATURE

I agree to pay all charges properly applicable as laid down in Sidney West Centre Charity's schedule of charges, and to use the facilities in a proper and reasonable manner.

I have received, read, understood and agree to abide by Sidney West Centre Charity's "Conditions of Hire" (see enclosed/attached).

|                               |
|-------------------------------|
| Name of hirer (please print): |
|-------------------------------|

|         |       |
|---------|-------|
| Signed: | Date: |
|---------|-------|

If you are hiring the facility on behalf of an organisation, please confirm you have the authority to sign on their behalf by indicating accordingly: Yes / No

**Payment of all fees and charges** due MUST be made prior to the date and time of the booked session. The hirer shall pay such approved fees and charges within 7 days of the receipt of the Council's official request, or by the stated payment date. If there is less than 7 days between booking enquiry and the actual day of the booking, payment must be made immediately otherwise the hire session may be subject to cancellation by the Town Council.

### Payment for bookings may be made in the following ways:

- by cheque payable to Sidney West Centre Charity – send to the address as detailed below,
- by credit/debit card - call our offices on 01444 247726 (Ask for Sidney West Bookings) or in-person at the Town Council's Help Point
- by cash – in person only at the Council Offices (do not post),
- for regular user agreements, a monthly standing order payable on the first day of each month of the activity season,
- By BACS Sidney West Centre Charity, 60-04-11 86589393 [**please use your surname and date of hire as the reference plus let us know by email [bookings@burgesshill.gov.uk](mailto:bookings@burgesshill.gov.uk) that you have paid via BACS**].

PLEASE RETURN THIS FORM TO:

Corporate Administration Dept.  
Burgess Hill Town Council  
96 Church Walk  
Burgess Hill  
RH15 9AS

Tel: 01444 247726  
Ask for Sidney West Bookings

Fax: 01444 233707  
Email: [bookings@burgesshill.gov.uk](mailto:bookings@burgesshill.gov.uk)

Web: [www.burgesshill.gov.uk](http://www.burgesshill.gov.uk)