



SIDNEY WEST PAVILION HIRE APPLICATION

Contact Burgess Hill Town Council 01444 247726 and ask for Sidney West Bookings, or email 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...	When would you like to hire the facility? Please state days, dates and timings e.g. every Tuesday from 22/07/17, 18.00-20.00hrs
Main Hall (up to concertina door) £17.85/hr [please note this rate increases to £26.80 per hour if you live outside Burgess Hill]	<i>Minimum party hire 2.5 hours</i>
Are the above timings flexible?	Days : Y/N Time : Y/N

Other requirements: Tables/Chairs: Kitchen: (Please note we cannot guarantee sole use) Other:	Please give further details

INSURANCE (not applicable to private party hires)

Public Liability Insurance cover to a **minimum value of £5 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 hire).

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:
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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 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