

## SIDNEY WEST PAVILION HIRE APPLICATION (Ad-Hoc/Party)

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

YOUR DETAILS	
Organisation (if applicable)	
Where are you based: (if applicable)	
Contact details: Name	
Address	
Daytime Contact Telephone Number	
Email	

HIRE DETAILS (prices may be subject to revision, please confirm at time of booking)	
Purpose of hire:	
<p style="text-align: center;"><b>Main Hall (up to concertina door)</b> <b>£18.15/hr</b> [ please note this rate increases to £27.22 per hour if you live outside Burgess Hill ]</p>	<p style="text-align: center;"><b>When would you like to hire the facility?</b> Please state day, date and timings e.g. Saturday 22/07/20, 16.00-20.00hrs <b>Minimum party hire 2.5 hours</b></p>

1.Tables / Chairs	There is a range of child and adult sized chairs and tables which hirers are welcome to use.
2.Kitchen: (Please note, we cannot guarantee sole use)	<p>The kitchen comes equipped with a range of cutlery and crockery, glasses, mugs, microwave and oven that hirers are welcome to use.</p> <p>We ask that all hirers wash-up after their hire and take away their own rubbish (large waste bins can be used and are located in the carpark).</p>
3.Height Barrier	Please note, the facility has a height barrier at the entrance to the car park which is usually kept closed over the weekends. If you know there will be high sided vehicles that require access, please let us know and we will try to arrange for it to be opened, but this cannot be guaranteed.
4.Handover	Handovers usually take place on-site on the Thursday (preferred) or Friday afternoon before your hire date and takes about 10 minutes. This is to discuss health and safety issues, alarm system and to handover to you the facility's keys. There is no caretaker over the weekend.
Disclaimer	The above mentioned items (1-2) are available for use by the hirers but do not form part of the contractual hire arrangements between the Sidney West Centre Charity and individual hirers.

**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:

If you are returning this form via email, your email will be accepted as your signature and authority to proceed.

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 that you have paid via BACS**].

Contact details:

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

Tel: 01444 247726  
Ask for Sidney West Bookings