

# BUCKHURST HILL PARISH COUNCIL

## APPLICATION FOR REGULAR HIRE OF THE WOOLLARD CENTRE

Return to: The Parish Office 165 Queens Road Buckhurst Hill Essex IG9 5AZ

**Application to be submitted at least 1 month prior to the start of the hire**

**NOTE:** No let is binding on the Council until the FULL AMOUNT is paid and the Application approved.

NAME: Title ..... First Name ..... Last Name .....

ADDRESS ..... Tel No .....

..... Email .....

Name & address of Organisation / Agent .....  
using the premises (*if different from above*)

Tel No .....

Purpose of Hire ..... Date of Hire\*.....

**\*BLOCK BOOKING DATES MUST BE ENTERED ON THE HIRE CALENDAR**

Times of hire.....am/pm...to.....am/pm

**MINIMUM HIRE CHARGE – 3 Hours for Hall, 2 Hours for Rooms**

**Times of hire must include time for all setting up and clearing away. The premises must be returned to the control of the Council's nominated officer in the same condition in which they were received once clearing away has been completed.**

**The premises will be locked at the end of the hire period - No Latitude Will Be Given**

**Facilities available** (please delete those not required)

Hall (incl Kitchen)      Roebuck Room      Stag Room      Storage (subj to availability)

Do you intend to apply for an occasional liquor licence? (delete as appropriate)      YES / NO

Will an admission charge be made? (delete as appropriate)      YES / NO

**FULL NAME, ADDRESS AND TELEPHONE NUMBER OF PERSON PROVIDING MUSIC**

(If not applicable please state) .....

**N.B: ANY MONEY DUE TO THE PERFORMING RIGHTS SOCIETY IS THE RESPONSIBILITY OF THE HIRER**

**FULL NAME, ADDRESS AND TELEPHONE NUMBER OF CATERER** (state If not applicable)

### **DECLARATION**

I acknowledge receipt of a copy of the Regulations and Conditions of Hire which I have read carefully and attach a signed copy of the full Regulations and Conditions of Hire. I agree to abide by and conform to these conditions and to observe any instructions given in pursuance thereof.

In the event of this Application being granted I shall pay the charges required by the Council. I UNDERSTAND THAT AN INVOICE WILL BE SENT AND PAYMENT WILL BE REQUIRED THREE MONTHS IN ADVANCE; THREE MONTHS' NOTICE IS REQUIRED FOR CANCELLATION OF THIS CONTRACT; ONE MONTH'S NOTICE IS REQUIRED FOR START OF HIRE OR CANCELLATION OF A SINGLE SESSION

I confirm and undertake personally to return the hall to the Council's nominated officer promptly at the end of my agreed period of hire in a clean and satisfactory condition.

(I acknowledge that should failure to comply with the above occur the removal of property or goods after my period of agreed hire may not be possible and alternative arrangements for their retrieval must be made at my cost. This shall apply to property or goods owned by me, my agent, employee or other person attending.)

**PLEASE ENSURE FORM IS COMPLETED FULLY BEFORE RETURNING TO THE OFFICE**

Signed .....

Date .....