

BUCKHURST HILL PARISH COUNCIL

APPLICATION FOR 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 hire

NOTE: Provisional bookings can be held for two weeks only

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

NAME: Title Name Last Name

Address Tel No

Purpose of Hire Date of Hire

Period of hire.....am/pm...to.....am/pm

Please allow time for all preparation and clearing away in the period of hire. The hall must be returned to the control of the Council's nominated officer once clearing away has been completed.

The hall will be locked at the end of the hire period - No Latitude will be given

Facilities available (*please delete those not required*)

Main Hall (*includes bar/kitchen*) **Roebuck Room** (*downstairs*) **Stag Room** (*upstairs*)

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 BAND/DJ/ENTERTAINER

This must be supplied at a later date if not available at time of booking.

(If not applicable please state)

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

Name, address and telephone number of Caterer (If not applicable please state)

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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.

Cheques to be made payable to Buckhurst Hill Parish Council

I ENCLOSE A CHEQUE FOR £ BEING THE FULL AMOUNT PAYABLE FOR THE HIRE AND REFUNDABLE CONTINGENCY DEPOSIT (which will be banked) IN ACCORDANCE WITH THE SCALE OF CHARGES

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 THIS FORM IS COMPLETED FULLY BEFORE RETURNING TO THE OFFICE.

Signed

Date