

# BOOKING FORM

## FOREST ROW VILLAGE HALL (Reg. Charity No. 305223)

The Square, Forest Row, East Sussex RH18 5ES

Tel: 01342 824961 (answerphone/fax)

Web: <http://forestrowvillagehall.org>

1. NAME OF HIRER (minimum age 21)

2. ORGANISATION

3. ACCOUNT TO

4. ADDRESS

5. TELEPHONE (HOME)

6. TELEPHONE (MOBILE)

7. EMAIL

|  |
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|  |
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|  |
|  |
|  |
|  |
|  |

8. PURPOSE OF HIRING

(please tick appropriate boxes)

|                   |  |               |  |     |       |
|-------------------|--|---------------|--|-----|-------|
| FUND RAISING      |  | ENTERTAINMENT |  |     | MUSIC |
| JUMBLE SALE       |  | DISCO/DANCE   |  | YES |       |
| CHILD'S TEA PARTY |  | PRIVATE PARTY |  | NO  |       |
| ANY OTHER PURPOSE |  |               |  |     |       |

9. PLEASE RESERVE THE **FRESHFIELD HALL** (LARGE VILLAGE HALL):

(See over for Peter Griffiths Hall and other rooms)

| <i>DATE</i> | <i>START TIME</i> | <i>FINISH TIME</i> | <i>USE OF KITCHEN</i> |
|-------------|-------------------|--------------------|-----------------------|
|             | am/pm             | am/pm              | Y N                   |
|             | am/pm             | am/pm              | Y N                   |
|             | am/pm             | am/pm              | Y N                   |
|             | am/pm             | am/pm              | Y N                   |
|             | am/pm             | am/pm              | Y N                   |
|             | am/pm             | am/pm              | Y N                   |
|             | am/pm             | am/pm              | Y N                   |
|             | am/pm             | am/pm              | Y N                   |
|             | am/pm             | am/pm              | Y N                   |
|             | am/pm             | am/pm              | Y N                   |

### PREPARATION AND CLEARING UP TIME TO BE INCLUDED

If kitchen is required, is this for (please tick one):

|  |  |
|--|--|
| Light refreshments (ie cups, saucers, glasses) |  |
| Full catering (including plates, cutlery)      |  |

10. PLEASE RESERVE THE **PETER GRIFFITS HALL** (SMALL VILLAGE HALL)

| <i>DATE</i> | <i>START TIME</i> | <i>FINISH TIME</i> | <i>USE OF KITCHEN</i> |
|-------------|-------------------|--------------------|-----------------------|
|             | am/pm             | am/pm              | Y N                   |
|             | am/pm             | am/pm              | Y N                   |
|             | am/pm             | am/pm              | Y N                   |
|             | am/pm             | am/pm              | Y N                   |
|             | am/pm             | am/pm              | Y N                   |
|             | am/pm             | am/pm              | Y N                   |
|             | am/pm             | am/pm              | Y N                   |
|             | am/pm             | am/pm              | Y N                   |
|             | am/pm             | am/pm              | Y N                   |
|             | am/pm             | am/pm              | Y N                   |

**PREPARATION AND CLEARING UP TIME TO BE INCLUDED**

If kitchen is required, is this for (please tick one):

|  |  |
|--|--|
| Light refreshments (ie cups, saucers, glasses) |  |
| Full catering (including plates, cutlery)      |  |

11. OTHER RESERVATIONS

|                | <i>DATE</i> | <i>START TIME</i> | <i>FINISH TIME</i> |
|----------------|-------------|-------------------|--------------------|
| OFFICE/SUITE 3 |             | am/pm             | am/pm              |
| RBL ROOM       |             | am/pm             | am/pm              |

12. CONDITIONS

- a) This form confirms the booking unless advised to the contrary within 10 working days.
- b) Any booking may be altered at the discretion of the Management Committee at any time.
- c) Deposits or payment in full may be required at the time of booking.
- d) Stage productions of any kind are subject to special conditions displayed on the stage notice board. Hirers must strictly comply with these conditions.
- e) The Rules and Regulations governing the hiring of the halls, especially in respect of public entertainment, are displayed in the entrance to the Freshfield Hall. A copy may be obtained from the booking clerk.
- f) THE LIABILITY OF THE MANAGEMENT COMMITTEE TO THE HIRER IN ANY CIRCUMSTANCE IS LIMITED TO THE REPLACEMENT OF ANY MONIES PAID IN ADVANCE.
- g) Alcohol licensing information is available on request.
- h) The use of candles and other naked lights is not allowed.
- i) On leaving the hall, you must ensure that all doors and windows are closed, and that lights are switched off. You must also leave the hall in as tidy a condition as you would expect to find it.

I agree to abide by the Rules and Regulations, Conditions of Hire and any statutory licensing arrangements.

Signature of Hirer.....



Wheelchair access is available.  
Please indicate if required.  
Yes/No

Date.....

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