



BOOKING FORM

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

The Square, Forest Row, East Sussex, RH18 5ES

Tel: 01342 824961 (answerphone/fax)

Website: www.forestrowvillagehall.org

Name of Hirer (min. age 21) _____

Organisation _____

Account to _____

Address _____

Telephone

Home _____ Mobile _____

Email _____

Type of Function (see reverse for example events):

General		Commercial	
Party		Birthday Party (Under 13's)	

Please book the:

Freshfield Hall (Large)		Peter Griffiths Hall (Small)		Conference Room	
-------------------------	--	------------------------------	--	-----------------	--

Date(s)	Start Time	Finish Time	Kitchen	Extra Cutlery and Crockery	Bar Licence	Microphone
	am/pm	am/pm				
	am/pm	am/pm				
	am/pm	am/pm				
	am/pm	am/pm				
	am/pm	am/pm				

Please turn over

Date(s)	Start Time	Finish Time	Kitchen	Extra Cutlery and Crockery	Bar Licence	Microphone
	am/pm	am/pm				
	am/pm	am/pm				
	am/pm	am/pm				
	am/pm	am/pm				
	am/pm	am/pm				

Please include time for preparation and clearing up

Conditions of Hire

1. The booking is confirmed on receipt of payment subject to availability.
2. Any booking may be altered or refused at the discretion of the Management Committee at any time.
3. Deposits or payment in full may be required at time of booking.
4. If a booking is cancelled within 14 days of the event no refund will be given.
5. Hirers are required to have sufficient insurance in place for events open to the public, and are advised to have insurance for private events.
6. Alcohol licensing information is available on request.
7. The use of candles and other naked lights is not allowed.
8. On leaving the hall, you must ensure that all doors and windows are closed, that lights are switched off and the heating is turned down. You must leave the hall in as tidy a condition as you would expect to find it.

A copy of the Rules and Regulations will be provided

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

Signature of Hirer _____

Date _____