



Turners Hill Parish Council
The Ark
Turners Hill
West Sussex RH10 4RA
01342 712226
turnershillpc@btconnect.com

DEPOSIT..... RECEIPT NO.....

INVOICE..... RECEIPT NO.....

APPLICATION FOR HIRE OF THE ARK

NAME

ADDRESS

..... POSTCODE.....

TELEPHONE NO: HOME WORK

TYPE OF FUNCTION

NUMBER OF PEOPLE EXPECTED TO ATTEND

FACILITY TO BE HIRED

DATE(S) REQUIRED

TIMES OF ENTRY AND DEPARTURE:

PREPARATION (from) (to)

EVENT (from) (to)

CLEARANCE (from) (to)

USE OF KITCHEN AND BAR

Do you wish to hire one of the Council's approved catering concessionaries?

If one of them has been provisionally engaged, please indicate which one

Do you wish to do your own Catering? Strictly self-catering only

If Yes please specify briefly

Do you require a pay bar? Please see condition 6 on charges sheet.

DEPOSIT / PAYMENT OF MONIES DUE

Please note that a deposit of 25% must accompany this form in order that the application may be considered. For details of the payment of the balance please see condition 4. Cheques should be made payable to Turners Hill Parish Council.

SPECIAL REQUIREMENTS

Do you need the screen for showing slides, films etc?

Do you need staging blocks? (not normally needed in Dove)

Will you be using the kitchen facilities, including the cutlery and china?

If hiring the Dove Suite do you require use of the dance floor?

Would you like to use:

- the CD Tape player
- the television and video
- the over head projector

Do you require a special table lay-out?

Please contact us as soon as possible to discuss the layout so that we may advise you how to make the best use of the space available.

Have you allowed yourself enough preparation time?

Have you allowed yourself enough clearance time?

(Please note that a private arrangement can be made with the Steward re clearance, should you so wish)

IMPORTANT: Please read the conditions and regulations before signing as it may affect your legal rights.

DECLARATION

I note that this application does not in itself constitute any Agreement, but agree that when written notification of acceptance has been received this application and such acceptance shall constitute the legal contract of hiring between the Turners Hill Parish Council and myself and the organisation on whose behalf I am officially authorised to make the hiring.

I confirm that I have received the Council's Conditions of Use and Hire, and have read and understood them, and a copy of the Official Scale of Charges and Conditions for 18th Birthday parties if relevant. I voluntarily accept the same and undertake to abide by and conform to the same in the event of this application being granted.

I am over 18 years of age.

Signature of applicant Date

PLEASE REPLY TO:

THE PARISH CLERK
TURNERS HILL PARISH COUNCIL,
THE ARK, MOUNT LANE, TURNERS HILL, WEST SUSSEX RH10 4RA
TEL/FAX: 01342 712226
EMAIL: turnershillpc@btconnect.com