



Turners Hill Parish Council  
The Ark  
Turners Hill  
West Sussex RH10 4RA  
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[turnershillpc@btconnect.com](mailto:turnershillpc@btconnect.com)  
[www.turnershillcouncil.co.uk](http://www.turnershillcouncil.co.uk)

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

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

**APPLICATION FOR HIRE OF THE ARK**

NAME .....

ADDRESS .....

..... POSTCODE.....

EMAIL .....

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:** (Please note, the venue will not be available earlier than the start time for the preparation of your party, therefore, please ensure you allow plenty of time. Thank you)

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 .....

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. **Without the deposit and booking form being received within 14 days of a provisional booking, the booking will be cancelled.** For details of the payment of the balance please see condition 4 in the Conditions of Hire.

Cheques should be made payable to **Turners Hill Parish Council** or you can pay by BACS and the details are: Account Number: **53140805**, Sort Code: **09-01-53**

General Data Protection Regulations – Any personal information such as name, postal address, telephone number and e-mail address given via this website/form will only be used to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any other third party without your prior permission or unless we are required to do so by law.

