

Newick Community Centre

Charity Number: 228563

APPLICATION TO HIRE

Please complete and return to Mrs. Jenny Smerdon, 35 Leveller Road, Newick, Lewes, East Sussex, BN8 4PL. (07801 437755)

In the event of the key not being obtainable from Mrs. Smerdon please contact Mr. Jed Jones, 31 Leveller Road Newick, East Sussex, BN8 4PL (01825 723 631)

On behalf of ..... (Insert name of club, organisation or individual)

I wish to apply for the hire of Newick Community Centre (the premises) on:

Date.....Time (a.m./ p.m.).....

The premises are required for the purpose of:

..... I agree to arrange for payment of the hire fee to be made in advance.

I understand that I must keep a register (if applicable e.g. a children's party) of those present to be checked in case of fire. I must comply with Emergency Plan and indicate both fire exits and outside assembly point, and ensure that exits are not blocked.

I undertake to accept responsibility for the proper and orderly use of the premises and for leaving them in a clean and tidy condition.

I agree to accept responsibility for any damage or loss and to reimburse Newick Community Centre (the Centre) for the cost of any replacement and/or repairs.

I understand that the Community Centre's Committee reserves the right to refuse this application without being obliged to state their reasons.

I agree to remove any rubbish from the premises and dispose of it in a responsible manner.

I do/do not request permission for alcohol to be consumed.

I accept the Standard Conditions of Hire for Newick Community Centre.

Signed: ..... (the Hirer)

Address: .....

.....

Telephone .....

Date: .....

Note: No booking is considered valid unless it has been properly submitted on this form.

On behalf of the Centre .....Bookings Administrator