

# Details of Person/Organisation Making Booking

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Mobile Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Account to be sent to (if different from above): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and accept the terms and conditions of hire as  
detailed.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Would you like to be invoiced? YES / NO

# Forest Row Community Centre Booking Form

Name Dates Start and End Time

Name	Dates	Start and End Time
If you are a regular hirer, please note any dates you <b>do not</b> want here:		

Type of function: \_\_\_\_\_

Number of people expected: \_\_\_\_\_

Hire of:

- |   |  |
|---|--|
| <input type="checkbox"/> Main Hall      | <input type="checkbox"/> Kitchen                     |
| <input type="checkbox"/> Garden Room    | <input type="checkbox"/> Kitchen for drinks only     |
| <input type="checkbox"/> Rose Room      | <input type="checkbox"/> Community Office            |
| <input type="checkbox"/> Spring Room    | <input type="checkbox"/> Venu (limited availability) |
| <input type="checkbox"/> Treatment Room |  |

Do you require any of the following additional items?

- |                                    |  |
|------------------------------------|--|
| <input type="checkbox"/> Glass     | <input type="checkbox"/> Flipchart (pens included) |
| <input type="checkbox"/> China     | <input type="checkbox"/> Staging Units             |
| <input type="checkbox"/> Water Urn | <input type="checkbox"/> Projector Screen          |

Do you have public liability insurance? YES / NO

Do you intend to bring any electrical equipment? YES / NO

NB: Under the terms of the Licensing Act we will require a minimum of two weeks notice if you intend to sell alcohol other than at a private 'closed' event, such as a family party. You will have to obtain a Temporary Events Notice from Wealden District Council.

# Layout of Function

Please outline below the layout you require for your function

Number of tables required: \_\_\_\_\_ Type of table: ROUND/TRESTLE

Number of chairs required: \_\_\_\_\_ Clear room needed: YES/NO

Tables, chairs, crockery, cutlery and other items are available for hire off the premises.

For a full list of items and prices please ask for details.

Please note that no smoking is allowed inside the buildings.

# Forest Row Parish Council

The Community Centre

Hartfield Road

Forest Row

East Sussex

RH18 5DZ

Tel: 01342 822661

Email: [info@forestrow.gov.uk](mailto:info@forestrow.gov.uk)



## BOOKING FORM

For the hire of rooms in the Community Centre