# 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):

# Forest Row Community Centre Booking Form

|  |  |  |
| --- | --- | --- |
| Name | Dates | Start and End Time |
|  |  |  |
| If you are a regular hirer, please note any dates you **do not** want here: |

Type of function: Number of people expected: Hire of:

|  |  |
| --- | --- |
| Main Hall | Treatment Room |
| Garden Room | Kitchen |
| Rose Room | Kitchen for drinks only |
| Spring Room | Community Office |

Do you require any of the following additional items?

|  |  |
| --- | --- |
| Glass | Flipchart (pens included) |
| China | Staging Units |
| Water Urn | Projector Screen |

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

detailed.

Signed:

Date:

Do you have public liability insurance?

Do you intend to bring any electrical equipment?

YES / NO

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

Forest Row Parish Council

## The Community Centre Hartfield Road

Forest Row East Sussex RH18 5DZ

Tel: 01342 822661

Email: info@forestrow.gov.uk

|  |  |
| --- | --- |
| 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 takes your privacy seriously and will only use your personal information to administer your account and to provide the products and services you have requested from us.**

**We will not share your details with third parties but may wish to contact you about other services or events that we are holding. If you consent to us con- tacting you, please tick to say how you would like us to contact you.**

**Post Email Telephone**



BOOKING FORM

### For the hire of rooms in the Community Centre