

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): _____

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.

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

Garden Room

Kitchen

Rose Room

Kitchen for drinks only

Spring Room

Do you require any of the following additional items?

Glass

Flipchart (pens included)

China

Staging Units

Water Urn

Projector

Do you have public liability insurance?

YES / NO

Do you intend to bring any electrical equipment?

YES / NO

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

Signed: _____

Date: _____

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 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 contacting you, please tick to say how you would like us to contact you.

Post Email Telephone

Forest Row Parish Council

The Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ

Tel: 01342 822661

Email: info@forestrow.gov.uk



BOOKING FORM

For the hire of rooms in the Community Centre