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 Screen |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |

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 con-tacting 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