

APPLICATION FOR THE HIRE OF HALLS
AT ST. PAUL'S CHURCH CENTRE

FULL NAME:

ADDRESS:

..... CONTACT TELEPHONE:

EMAIL:

DATE HALL REQUIRED: FROM: TO:

Please select as appropriate:

LARGE HALL

SMALL HALL

CHURCH CENTRE

Purpose of Hire:

A returnable deposit of £100 is required of all hirers of the hall(s).

FEE PAYABLE: RETURNABLE DEPOSIT:

Please state the manner of any music to be played:
(PUBLIC DISCOS ARE NOT PERMITTED)

I agree to be solely responsible for any action whatsoever that should arise through playing of records, cassettes and compact discs not covered by the appropriate licence from "Phonographic Performance Ltd" and I also agree not to hold the St. Paul's Church, Rusthall PCC and/or the St. Paul's Rusthall, Parish Hall Management Committee responsible for any infringement of copyright.

- All crockery and cutlery in the kitchens are available for use by the hirer for no extra charge. There are further items available (i.e. large plates etc).
- All breakages should be reported.
- **All rubbish must be removed from the premises. Failure to do so will result in the appropriate cost of removal being deducted from the deposit. If the Hall is not left in a reasonable state this could also result in a deduction from your deposit.**
- Keys for the hall(s) are to be collected from the Parish Office during Office hours and returned to the Office as soon as possible.
- Please ensure that all lights are switched off and that the Hall is locked before leaving.

Please make cheques payable to "ST. PAUL'S CHURCH, RUSTHALL" and send to the Parish Office, St. Paul's Church Centre, Rusthall Road, Rusthall, Tunbridge Wells TN4 8RE. Telephone 01892 521447

DECLARATION

I, THE UNDERSIGNED HAVE READ AND ACCEPT THE CONDITIONS OF HIRE AND HOLD MYSELF RESPONSIBLE AND BOUND TO SEE THAT THEY ARE FULLY OBSERVED.

SIGNED: DATE:

For office use

Deposit

Deposit returned

Copy to file

Copy to Treasurer

Hire fee