

# FOREST ROW VILLAGE HALL (Re. Charity No. 305223) BOOKING FORM

The Square, Forest Row, East Sussex RH18 5ES  
 Tel: 01342 824961 (answerphone/fax)  
 Web: <http://forestrowvillagehall.org>

1. NAME OF HIRER (minimum age 21)	
2. ORGANISATION	
3. ACCOUNT TO	
4. ADDRESS	
5. TELEPHONE	
6. EMAIL	

7. PLEASE RESERVE

	DATE	START TIME	FINISH TIME
FRESHFIELD HALL (LARGE)		am/pm	am/pm
PETER GRIFFITS HALL (SMALL)		am/pm	am/pm
OFFICE/SUITE 3		am/pm	am/pm
RBL ROOM		am/pm	am/pm

**PREPARATION AND CLEARING UP TIME TO BE INCLUDED**

8. PURPOSE OF HIRING  
 (please tick appropriate boxes)

FUND RAISING		ENTERTAINMENT		MUSIC
JUMBLE SALE		DISCO/DANCE		YES
CHILD'S TEA PARTY		PRIVATE PARTY		NO
ANY OTHER PURPOSE				

9. CONDITIONS

- a) This form confirms the booking unless advised to the contrary within 10 working days.
- b) Any booking may be altered at the discretion of the Management Committee at any time.
- c) Deposits or payment in full may be required at the time of booking.
- d) Stage productions of any kind are subject to special conditions displayed on the stage notice board. Hirers must strictly comply with these conditions.
- e) The Rules and Regulations governing the hiring of the halls, especially in respect of public entertainment, are displayed in the entrance to the Freshfield Hall. A copy may be obtained from the booking clerk.
- f) THE LIABILITY OF THE MANAGEMENT COMMITTEE TO THE HIRER IN ANY CIRCUMSTANCE IS LIMITED TO THE REPLACEMENT OF ANY MONIES PAID IN ADVANCE

I agree to abide by the Rules and Regulations, Conditions of Hire and any statutory licensing arrangements.

Signature of Hirer.....

Date.....

Wheelchair access is available.  
 Please indicate if required.  
 Yes/No

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