

STITHIANS CENTRE

APPLICATION FOR HIRE OF STITHIANS CENTRE FACILITIES

NAME: ORGANISATION: TEL NO:

ADDRESS:

..... POST CODE: EMAIL:

Facilities required: (Please tick) Tregonning Hall Hendra Room (Meeting Room)*

Foundry Room (Middle Room) Crelow Room (Office)

IT Equipment: Outside Space: Kitchen: Full use: Tea/Coffee etc making only:

* As there are three stairs down to access this room, would you need use of the wheelchair lift? YES/NO

Purpose for which facility is to be used:Approx No expected to attend:

Date hire required: Time of hire: from to

Will you require any additional time for preparation (15 minutes is allowed for setting up): Yes: No:

If 'YES' When: Date Time of hire: from to (please see terms and conditions attached)

Special requests (e.g. room set up or cleared)

Will alcohol be consumed during the function? YES/NO. (If 'YES' please see terms and conditions attached)

The hirer will be liable for the cost of replacement or repair of any damage incurred to the fabric or contents of the building arising from any function.

DEPOSIT ENCLOSED £ minimum £10, or you can pay in full with this form.

The balance should be paid within a week of your event.

Please make cheques payable to 'Stithians Village Hall Committee'

The Committee offer a discount of £1 per hour off the standard hire charge for youth, voluntary and non-profit making organisations and individuals. Do you wish to claim this discount: YES/NO

TO WHOM SHOULD THE INVOICE BE SENT (IF DIFFERENT FROM ABOVE)

NAME:

ADDRESS:

DECLARATION: I have read the Conditions of Hire and agree to abide by them.

SIGNED: **DATE**

When completed, please return this form to:-

Rosie Turner, Langley, Crelow Vale, Stithians TR3 7BA

Tel: 01209 860803

Email: stithianscentre@hotmail.co.uk