

HORLEY TOWN COUNCIL

Joan Walsh
 Town Clerk
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 www.horleysurrey-tc.gov.uk



APPLICATION FOR THE HIRE OF THE EDMONDS COMMUNITY HALL, ALBERT ROOMS

Please read the Conditions of Hire enclosed with this application form

This application, which is to be completed and signed by a person over the age of 21 years, should be posted to The Town Council Offices, Albert Rooms, Albert Road, Horley RH6 7HZ or emailed to:

bookings@horleysurrey-tc.gov.uk

Bookings will only be guaranteed when a completed application form, security deposit and hall hire payment have been received, and this must be by no later than 7 days from the initial enquiry, or the booking may become void.

Date of Hire		
Time of Hire	From:	To
Purpose of Hire		
Number Required	Chairs (Max 60)	Tables (Max 11)

Use of AV Equipment Required? YES / NO*

**Please delete as appropriate*

Name		
Address		
Post Code		
Telephone	Mobile	Home
Email		

A deposit of £100.00 is required with this application form for a function during midweek, and £150.00 for a function over a weekend. Cheques should be made payable to **HORLEY TOWN COUNCIL**. This deposit will be returned to you in the event of your application not being accepted. Should you cancel the booking within 7 days of the booking date, the appropriate hire fee will be retained.

FOR AD HOC HIRERS: On receipt of a completed application form plus the security deposit*, an invoice for hall hire will be emailed to the applicant and this must be paid within 7 days thereafter to confirm the booking, or it may become void.

**The security deposit will be returned within 7 days following the function date, provided that all conditions of hire are satisfied, there are no breakages or damage, and the hall is left in a clean and orderly condition.*

FOR REGULAR HIRERS: You will be invoiced monthly in arrears. One month's notice is required for cancellation of the hire of the hall otherwise the deposit will be retained.

Your signature below indicates that you have read, understand and accept the Conditions of Hire.

Date: Signature:

All data will be securely processed as set out in our privacy notice which can be viewed at horleysurrey-tc.gov.uk