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**South Room Hire Booking Form**

Use this form to book the South Room on the First Floor at The Parish Hub, Borers Arms Road, Copthorne, RH10 3ZQ.

A refundable damage/security deposit of £100 is required to secure the booking and **must** be received 7 days prior to the booking along with this booking form. You will be invoiced for the hire and any additional services after the event. Payment is required within 14 days of receipt of this invoice.

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| **Purpose of Hire (please describe the type of event)** |
| Click or tap here to enter text. |

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| **Details of Hire (complete details for one off booking or regular booking)** |
| **One off booking** | [ ]  |
| Date | Click or tap to enter a date. |
| Start time | Click or tap here to enter text. |
| End time | Click or tap here to enter text.  |
| *Please note that your start time and end time MUST include time for you to set up and pack away/clean* |
| **Regular booking** | [ ]  |
| Which day is required | Click or tap here to enter text. |
| Start date | Click or tap to enter a date. |
| End date | Click or tap to enter a date. |
| Start time | Click or tap here to enter text. |
| End time | Click or tap here to enter text. |

*Please note that no events may continue after 11pm and the premises must be vacated by 11.30pm*

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| **Your Details** |
| Your name | Click or tap here to enter text. |
| Name of organisation (if applicable) | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Postcode | Click or tap here to enter text. |
| Contact number | Click or tap here to enter text. |
| Contact email | Click or tap here to enter text. |

If you are a business, do you have public liability insurance? Yes [ ]  No [ ]

If you are a business, do you have a risk assessment? Yes [ ]  No [ ]

I enclose a copies of the above with this booking form [ ]

**Included in Your Booking**

* Kitchenette with kettle, microwave and fridge. Y**ou must bring your own provisions.**
* Limited crockery and utensils
* Fully accessible lift.
* Accessible toilet and baby change situated on the ground floor.
* Chilled water cooler.
* Free WiFi.
* Limited free parking on site.
* Access to cleaning products and vacuum for hirers to clean the room at the end of use.

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| **Additional Charged Services** | **Cost per hire** | **Tick if required** | **Quantity (if applicable)** |
| Clean and removal of rubbish | £15  |[ ]  Click or tap here to enter text. |
| Flipchart stand, pad, and pens | £10  |[ ]  Click or tap here to enter text. |
| Audio/visual equipment (projector and screen) | £30 |[ ]  Click or tap here to enter text. |
| Room set up and pack away available on request |

This booking form can be returned by post or by email to Worth Parish Council, The Parish Hub, Borers Arms Road, Copthorne, West Sussex RH10 3ZQ or astclerk@worth-pc.gov.uk

The £100 refundable damage/security deposit must be paid to secure the booking. Payments can be made by BACS or cheque.

* BACS payments to Worth Parish Council, sort code 20-23-97, account number 70989630 with Meeting Room and your name as reference.
* Cheques to be made payable to Worth Parish Council

**Please provide your bank details so that the £100 refundable damage/security deposit can be returned to you once the south room has been checked after your event:**

|  |  |
| --- | --- |
| Name on the Account | Click or tap here to enter text. |
| Bank/Building Society | Click or tap here to enter text. |
| Account Number | Click or tap here to enter text. |
| Sort Code | Click or tap here to enter text. |

I hereby apply to hire the South Room at the Parish Hub, Copthorne, in accordance with the details listed above.

* I understand that the deposit and room booking form must be returned at least 7 days prior to the booking or the booking will be cancelled [ ]
* I have read the Terms and Conditions of Hire [ ]
* I can confirm that I am over 21 years of age [ ]
* I have paid the refundable deposit (BACS or cheque enclosed) [ ]
* I enclose a copy of the relevant public liability insurance certificate (if applicable) [ ]
* I enclose a copy of the activity risk assessment (if applicable) [ ]
* I understand that if I cancel the hire within 7 days of the event, Worth Parish
* Council reserves the right to charge 100% of the hire charge [ ]

Signed Click or tap here to enter text. Date Click or tap to enter a date.

*(If you are returning this form electronically, please type in your name)*

Worth Parish Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies. We will not share your data and only keep your data for the purpose it was collected for and only for as long as necessary, after which it will be deleted. (Please view our Privacy Notice & Retention Policy online at [www.worth-pc.gov.uk](http://www.worth-pc.gov.uk) )