

Application No: _____

CHOBHAM PARISH COUNCIL
Hire of Parish Pavilion, Recreation Ground, Chobham

To: The Letting Officer
Parish Pavilion
Station Road
Chobham
Surrey GU24 8AZ

Tel: 01276 856633

Fax: 01276 857788

I APPLY for use of the Hall & Kitchen at the Chobham Parish Pavilion on:

.....(day), 200.. (date), fromhrs tohrs

for the purpose of

.....

I AGREE to abide by the *Conditions of Hire* on the back of this form.

Name:

Address:

.....

.....

Postcode:

Signed:

Tel (daytime):

Dated: 2005

This application is granted, subject to the payment of £..... (payable in full at the time of booking - please make cheques payable to *CHOBHAM PARISH COUNCIL*)
(Please note that a returnable deposit of £100.00 is required for evening parties and discos).

.....

Chris Chaney
Letting Officer

For office use

Date granted

Amount payable £..... Receipt No

Deposit £..... Receipt No

Parish Pavilion, Recreation Ground

Hire of hall & kitchen facilities for private functions

Hall charges (rates effective from 1st July 2004)

Non-commercial usage

Regular events:

		Hours	Fee
Monday to Friday:	Per hour:	£5.00
<i>(The charge will depend on the amount of use anticipated and is at the discretion of the Letting Officer)</i>			

Occasional events:

Monday to Friday:	Daytime party (up to 4hrs):	£25.00
	Evening/additional hours:	£6.50
Saturday and Sunday:	Daytime party (up to 4hrs):	£30.00
	Evening/additional hours:	£8.00
	All day event:	£150.00
Fee total:			_____

Deposit: A £100.00 returnable deposit is required for evening parties/discos.

Commercial usage

Fees to be agreed at the discretion of the Letting Officer

General Conditions of Hire

1. The hours when the Hall is available for hire are:
 Earliest – 9:00am Latest – 12:00pm
 and is subject to existing bookings. The hall must be clear by midnight.
2. Public meetings are limited to a maximum hall accommodation of:
 Close seated 100 persons
 Dancing 100 persons
 Dinner/dance 60 persons
3. No booking of the Hall for any use that requires a license or consent of any kind will be accepted unless the necessary license or consent is first obtained.
4. Applicants' attention is drawn to their liabilities under these Conditions of Hire and they are advised to consider what insurance cover they may need to hold
5. A copy of the full Conditions of Hire is available for inspection at the Parish Pavilion, or can be sent to you on request.