

# Broadfield Community Centre

Broadfield Barton, Broadfield, Crawley, West Sussex RH11 9BA

CHARITY NUMBER 1156601

Tel: (01293) 531337

## APPLICATION FOR THE HIRE OF THE PREMISES - CASUAL HIRER

Name of Hirer (please print): \_\_\_\_\_

Address of contact person: \_\_\_\_\_  
\_\_\_\_\_ RH \_\_\_\_\_

Telephone number: \_\_\_\_\_ Today's date: \_\_\_\_\_

Purpose of booking: \_\_\_\_\_

**All activities of a religious nature will be referred to the Church Committee out of respect for the site.**

Date of required booking: \_\_\_\_\_ Times: From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

### ROOMS REQUIRED:

### NUMBERS ATTENDING:

Please tick

#### MAIN HALL

(max 200 standing or seated in rows, 140 seated at tables)

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#### YOUTH HALL

(max 110 standing or seated in rows, 110 seated at tables)

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#### SOCIAL HALL

(max 200 standing or seated in rows, 120 seated at tables)

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#### SMALL HALL

(max 84 standing or seated in rows, 42 seated at tables)

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#### MEETING ROOM

(Max: About 12 people seated around table)

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**Capacity for each room should not be exceeded beyond that stated for Health and Safety reasons.**

Is your group / organisation a registered charity? YES / NO Reg. No.: .....

Is the purpose of your booking of a religious nature YES / NO **If Yes please see 'Purpose of Booking' above**

Are you charging for entry of membership? YES / NO If YES, how much?.....

Is Alcohol to be consumed on the premises: YES / NO

Will you be selling alcohol whilst on our premises? YES / NO If YES please refer to conditions of hire point 12

How did you hear about hiring halls at Broadfield Community Centre? .....

**A payment, at the prevailing rate, will be required for Public Liability Insurance. In addition a £25 non-refundable booking fee will secure the booking and will be deducted from your final invoice.**

**I hereby apply for the use of space within the Broadfield Community Centre on the dates indicated on this application form. I acknowledge that the use of the facilities is subject to the terms and conditions of hire determined by the Trustees, a copy of which I have read and understood. If my application is confirmed, I agree to accept and comply with the terms and conditions and that the application and the confirmation form a contract between me and the Trustees.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_