

WEST WITTERING MEMORIAL HALL

Application for Hire of Premises

(Please read the Conditions of Hire before completing)

Name of Hirer / Organisation	
Address	
Contact Telephone Number	
Dates and Hours Required	
Part(s) of Premises Required	
Purpose of Hiring	
Hire Charge (Payable in Advance)	
Deposit	Deposits will not be taken but the Hirer agrees to pay compensation for any damage or cleaning requirements, resulting from their use of the Hall.
Payment Details: - <ul style="list-style-type: none">• Cheques Payable to “West Wittering Memorial Hall”• Send to – The Treasurer WWMH, Bard House, Elms Ride, West Wittering, West Sussex. PO20 8LP• Bank Transfer – <u>Bank – Lloyds</u>, <u>Account No. 46366860</u>, <u>Sort Code – 30-91-97</u> <i>(Please add your Name and Booking Date in the reference)</i>	
Special Requirements / Equipment to be used	
Named Stewards and Addresses: <i>(For bookings involving children under 18 years old. See Hire Condition 1.g.)</i>	
1)	
2)	
3)	

THE HIRER agrees to observe and perform the provisions and stipulations contained or referred to in the *CONDITIONS OF HIRE*, an understanding of which *THE HIRER* acknowledges with this signature below:

Signed **Date**

All bookings are provisional until this form is received and confirmed by the Booking Secretary
Please return the form to the Bookings Secretary either by email or post to the Memorial Hall, Elms Lane, West Wittering, West Sussex, PO20 8LW.
Alternatively by hand in the letter box located by the car park entrance doors.