

# HYTHE AND DIBDEN PARISH COUNCIL

## APPLICATION FORM FOR HIRE OF PARISH HALL, WEST STREET, HYTHE

1) Full name and address of applicant or organisation:	Telephone No:  Email:
2) Full name and address and position in organisation of person responsible for ensuring adherence to conditions of letting:	Telephone No:  Email:
3) Date of event:	
4) (a) Purpose for which required:  (b) Will alcohol be sold? (See condition 8):	
5) Times required - (please include preparation and clearing up time):	
6) Maximum numbers expected:	
7) Do you have Public Liability Insurance? (If YES, please enclose a copy)	YES/NO
8) *Please indicate your preferred method of payment for the deposit refund.	*Bank Transfer *Cheque

I have read, understood and agree to adhere to the Terms and Conditions for use of the Parish Hall.

By booking with us, we will use your data for processing your booking and for operating your booking with us. You are agreeing and accepting the terms of our privacy policy and agreeing to us contacting you by electronic means or by telephone for this purpose. In the event of an operational need meaning that we need to pass your data to a third party we will check with you before doing so.

**Signed**..... **Date:**.....

I enclose the sum of £.....being the deposit due for the hire and will pay the hire fee within seven days of receipt of invoice. **The booking can only be confirmed upon receipt of the deposit.** \*Please indicate your preferred method of receiving the deposit refund on completion of the event (see Condition 3).

**For Office use only** – Deposit paid £..... Receipt No..... Date .....

**Payment can be made by cash, card, cheque made payable to 'HYTHE & DIBDEN PARISH COUNCIL' or bank transfer: Account: 01252188, Sort Code: 30-98-73**