

# Borden Parish Hall

Chairman *John Hepburn* Vice Chair *Jeremy Bolas*

## Application to Hire Borden Parish Hall

*This application form cannot be accepted unless all blue/starred boxes are completed.*

Event Organiser						* (Person responsible for hire see note #1 below.)		*
Address								*
								*
	Postcode		Phone No					*
Email Address								*
Period of Hire	Date:							*
Session times (tick box)	Time:	9am - 1pm		1pm - 5pm		5pm - 11pm		*
Full description of event. ie. Charity event, wedding, birthday/childrens party etc								*
Facilities required Please indicate	Hall / Barrow Room / Kitchen	YES / NO	Cost of hire	£				*
	Hall / Kitchen (Children's parties)	YES / NO		£				
	Barrow Room / Kitchen	YES / NO		£				
	Do you intend for alcohol to be sold? If YES a licence fee applies. If NO see note #2 below.	YES / NO	Cost of Fee	£10.00				*

**#1 The Event organiser must be over 21 and be on the premises for the duration of the event.**

**#2 The sale of alcohol is only permitted through the Designated Premises Supervisor as appointed by the Management Committee. Please note; under the Licensing Act of 2003, if the unauthorised sale of alcohol takes place, the Licensee has the right to terminate the event and no refund will apply.**

**Covid 19 All visitors must Read the covid 19 check list and by signing this form agree to comply with the Government guidelines prevailing at the time of hire.**

**Please read the terms and conditions and check list before commencing with hire.**

Application is hereby made for the hire of the Borden Parish Hall as indicated above. I declare that I am the above named person and accept that I am responsible for the hire of Borden Parish Hall.

I agree to abide by the Terms and Conditions of Hire, a copy of which I have read and accept.

**I understand that any breach of the terms and conditions of hire, including Covid-19 guidelines, may result in full or partial loss of the damage deposit.**

Signed	Date	*
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Hire charge	£			<b>Please indicate method of payment</b>	
Booking deposit, required to secure booking	£20 Per session	£	*	Cheque / cash / bank transfer	Rc'd
Bar licence fee, required with booking deposit	£10	£	*	Delete if not required	Rc'd

Return this form to: **The Booking Secretary, Church Hill House, School Lane, Borden. Sittingbourne. Kent ME9 8JS**

**Cheques** - should be made payable to Borden Parish Hall Contact: Val Skinner 01795 420422

**Bank transfer** - A/C Name Borden Parish Hall Sort Code 08 90 23 Bank Account No. 50203174

**Important: Please use the surname on the booking form surname and date of hire for the reference to enable identification of the deposit.**

Balance due 21 days before date of hire (hire fee less deposit)	£	*	Rc'd
Damage deposit required 21 days before date of hire	£100 (see note below)		Rc'd

**The hire and the damage deposit must be made by bank transfer 7 days prior to hire or cash when the keys are collected.**

**Arrangements for collection of the keys should be made with the booking secretary in the week prior to hire.**

**Damage Deposit Return, paid by cash or bank transfer, will be refunded by either method by the Treasurer:**

*Mr. M Downes Please call 07702101025 to arrange refund.*