



Turners Hill Parish Council
 The Ark
 Turners Hill
 West Sussex RH10 4RA
 01342 712226

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www.turnershillparishcouncil.gov.uk

FOR OFFICE USE ONLY

QUOTED..... REFUNDALBE DEPOSIT REQUESTED? YES / NO
 DEPOSIT..... RECEIPT NO..... INVOICE..... RECEIPT NO.....

APPLICATION FOR HIRE OF THE ARK

NAME
 ADDRESS
 POSTCODE.....
 EMAIL
 TELEPHONE NO: HOME WORK
 TYPE OF FUNCTION
 NUMBER OF PEOPLE EXPECTED TO ATTEND
 FACILITY TO BE HIRED
 DATE(S) REQUIRED

TIMES OF ENTRY AND DEPARTURE: (Please note, the venue will not be available earlier than the start time for the preparation of your party, therefore, please ensure you allow plenty of time. Thank you)

PREPARATION (from) (to)
 EVENT (from) (to)
 CLEARANCE (from) (to)

USE OF KITCHEN AND BAR

Do you wish to use the kitchen?
 Do you require a pay bar? Please see details on the charges sheet.

DEPOSIT / PAYMENT OF MONIES DUE

Please note that a **deposit of 25% must accompany this form** in order that the application may be considered. **Without the deposit and booking form being received within 14 days of a provisional booking, the booking will be cancelled.** For details of the payment of the balance please see condition 4 in the Conditions of Hire.

Payment should be made by BACS to Turners Hill PC account Number: **53140805** Sort Code: **09-01-53** or card payments can be taken by using this link <https://www.gov.uk/payments/ark-turners-hill/ark>

General Data Protection Regulations – Any personal information such as name, postal address, telephone number and e-mail address given via this website/form will only be used to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any other third party without your prior permission or unless we are required to do so by law.

SPECIAL REQUIREMENTS

Do you need the screen for showing slides, films etc?

Will you be using the Dove Suite kitchen facilities?

If hiring the Dove Suite do you require use of the dance floor?

Would you like to use the laptop projector and screen (**Business Only**)

There is a Hearing Loop for use during lectures and meetings if required. Please indicate if you wish to use this facility

Do you require a special table lay-out?
Please contact us as soon as possible to discuss the layout so that we may advise you how to make the best use of the space available. Layout suggestions can be seen on our website.

Cooking facilities are not available when booking the Dunlop Hall, however, if you require cutlery and china, please let us know.

Do you need staging blocks? (Dunlop Hall only, not available for the Dove Suite)

Are you using a Bouncy Castle or any other play equipment? Yes / No

If the answer is yes, we ask that the floor is protected against any damage i.e. either by placing a protective sheet under the item or ensuring no grit is attached to it. Failure to follow this precaution may make you liable to an additional charge for any damage caused. Please ensure that the company providing the Bouncy Castle carries out a full risk assessment. Equipment **must** be delivered/collected during the period of your booking.

Have you allowed yourself enough preparation time?

Have you allowed yourself enough clearance time?
(Please note that the facility hired must be left in a reasonable condition. Failure to do so may result in additional charges being made.)

Do you require vehicle access direct to the room you have booked? Yes / No

IMPORTANT: Please read the conditions and regulations before signing as it may affect your legal rights.

DECLARATION

- I note that this application does not in itself constitute any Agreement, but agree that when written notification of acceptance has been received this application and such acceptance shall constitute the legal contract of hiring between the Turners Hill Parish Council and myself and the organisation on whose behalf I am officially authorised to make the hiring.
- I confirm that I have received the Council's Conditions of Use and Hire, and have read and understood them, including the Deposit for Parties if relevant. I voluntarily accept the same and undertake to abide by and conform to the same in the event of this application being granted.
- I am over 18 years of age.
- I understand that failure to leave The Ark by the end of the booking time may result in additional charges being made.
- I will not allow the capacity of the room hired to be exceeded and I understand that doing so is a breach of Fire Regulations.

Signature of applicant: Date:

PLEASE REPLY TO: THE PARISH CLERK
TURNERS HILL PARISH COUNCIL,
THE ARK, MOUNT LANE, TURNERS HILL, WEST SUSSEX, RH10 4RA
TEL: 01342 712226
EMAIL: office@turnershillparishcouncil.gov.uk