**PLEASE NOTE YOUR BOOKING IS NOT CONFIRMED UNTIL THIS FORM IS RETURNED ALONG WITH PAYMENT OF THE DEPOSIT, OR FULL PAYMENT IF EVENT DATE IS DUE TO TAKE PLACE WITHIN NEXT 4 WEEKS.**

**APPLICATION TO HIRE CARMEL HALL/O’SULLIVAN CENTRE, UFTON LANE, SITTINGBOURNE**

This form should be returned to: The Office, 63 West St, Sittingbourne, Kent ME10 1AN

Telephone 01795 555708 – Office Hours Monday, Wednesday and Friday 9am to 1pm

**carmelhallbookings@outlook.com**

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**I/We hereby apply to hire the "Carmel Hall/O’Sullivan Centre " Ufton Lane, Sittingbourne, ME10 1JB, for the purpose(s) and for the period(s) herein mentioned. I/We confirm that we have read and understood the conditions of hiring (see attached).**

**I/We understand that agreement for Hiring is not complete until full payment has been made.**

**I/We undertake to remove all our rubbish from the premises.**

**I/We note that if music required beyond 11.00pm we will obtain a "Temporary Events Notice" from Swale Borough Council and furnish Church Office with a copy of the letter of confirmation received from Council.**

**I/WE NOTE THAT A KEY/DAMAGE DEPOSIT OF £100.00 CASH/CARD PAYMENT IS REQUIRED BEFORE RELEASE OF THE KEY BOX CODE, RETURNABLE SUBJECT TO ALL CONDITIONS BEING MET.**

**NAME OF PERSON/ORGANISATION HIRING THE HALL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**TELEPHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MOBILE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE OF FUNCTION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME OF FUNCTION …………… to ………….**

**DETAILS OF FUNCTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLEASE STATE WHETHER PRIVATE PARTY OR PUBLIC EVENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NUMBER OF PERSONS EXPECTED: \_\_\_\_\_\_\_ (Max 150 Seated Carmel Hall) (Max 60 O’Sullivan)**

**IS A LICENSED BAR TO BE USED? If yes please obtain a Temporary Events Notice from Swale Borough Council and contact a local Licensed Premises to supply outside bar.**

 **(Note: During the period of hire the movement of tables and chairs is in control of the Hirer and must be put back where they were found at the end of the function).**

**PAYMENT DUE FOR HIRE: £\_\_\_\_\_\_\_ OF WHICH DEPOSIT OF £20.00/£50.00 to be paid immediately (returned with booking form). CHEQUE MADE PAYABLE TO " SACRED HEART CHURCH" WE NO LONGER ACCEPT PAYMENT BY CARD.**

**(Please note the cancellation fees set out in the Information for Hirers). The balance is to be paid no later than FOUR WEEKS before the day of hire.**

**Dated this day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (I am over aged 21)**