

**APPLICATION TO HIRE CARMEL HALL, UFTON LANE, SITTINGBOURNE**  
**This form should be returned to: The Office, 63 West Street, Sittingbourne,**  
**Kent ME10 1AN Telephone 01795 555708 (Office Hours - Mon - Fri 9.30am -**  
**2.30pm) - carmelhallbookings@outlook.com**

**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.**

I/We hereby apply to hire the "Carmel Hall" 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 music must stop at 11.45pm.

**I/WE NOTE THAT A KEY/DAMAGE DEPOSIT OF £100.00 IS REQUIRED ON COLLECTION OF THE KEY WHICH WILL BE RETURNED SUBJECT TO ALL CONDITIONS BEING MET.**

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

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

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)

IS LICENSED BAR REQUIRED? YES/NO HOURS OF LICENCE from ..... to ..... (11.30pm latest)

(Name of Premises Licence Holder - Malcolm Winskill). (£50.00 charge for bar, please complete separate form).

PLEASE STATE WHETHER MEAL OR LIGHT REFRESHMENTS \_\_\_\_\_

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

PAYMENT DUE FOR HIRE: £\_\_\_\_\_ OF WHICH DEPOSIT OF £50.00 to be paid immediately (returned with booking form). CHEQUE MADE PAYABLE TO " SACRED HEART CHURCH"

(Please note no part of the deposit may be refunded) except at the discretion of the Booking Secretary. The balance is to be paid FOUR WEEKS before the day of hire.

Dated this day: \_\_\_\_\_ Signature: \_\_\_\_\_ (I am over the age of 21)

(Please keep one copy for reference and return one copy with payment).