



Riverside Hall, Riverside,
Newhaven, East Sussex BN9 9BP
Tel: 01273 517345
Email: newhaven.lewesmencap@hotmail.com
Website: www.newhavenmencap.org.uk
Registered Charity No. 270064

HALL HIRE APPLICATION FORM

I, Mr/Mrs/Miss/Ms: _____ (BLOCK CAPITALS PLEASE)
(Full Name)

Address: _____

Telephone Number: _____

Wish to book Riverside Hall on behalf of _____

On _____ (Date) from: _____ Until _____ (Times)

(If regular weekly bookings please enter subsequent dates below)

Purpose of Hire

Application Form (continued)

Please enter approximate number of persons expected at the function _____

Hourly Booking Rate: _____

Amount due to pay: _____

Please read the Terms and Conditions of Hire of Riverside Hall and sign and date the application form.

I have read and agree to the Terms and Conditions of the hire of the hall.
(Newhaven Mencap recommends that you keep the Terms and Conditions document for your reference.)

Signed: _____ (Hirer of Riverside Hall)

Date: _____

Kindly return this booking form to the Treasurer to the address shown above, giving at least one week's notice, and enclosing your deposit cheque of £50. Providing no damage occurs to the property of Newhaven, Lewes and District Mencap, the deposit cheque will be returned to the applicant. Payment for the booking will be required before or on the date of the booking. If you have any queries, please do not hesitate to contact us on the above number.

Thank you for your custom.

For Office Use only:

Deposit paid: - Cash / Cheque

(Enter amount

..... and initials)