

**JUBILEE COMMUNITY CENTRE**

# Application for Use of Facilities (Casual User)

|  |  |
| --- | --- |
| Date of Hire |  |
| Purpose of Hire |  |
| Hirers Name: |  |
| Hirers Address: |  |
|  |  |
| Postcode:  |  |
| E-Mail: |  |
| Daytime contact; |  |
| Evening contact: |  |

**Hire Prices:** Set-up/Clean up - £10.00ph

Exclusive use of the Jubilee Community Centre - £14.00ph

**Times:** Setting up: **…………….…………..............**

Start: **…………...…………………………...**

Finish: **……………………………………….**

Clean Up: **…………………………………...**

**If you are a Registered Charity what is your Charity Reg No: .........................................................**

**For Monitoring Purposes - please indicate how many people you expect to attend: …………….**

**DECLARATION:**

By signing this application, I agree to comply with the Terms and Conditions of Hire attached. I understand and agree that hall hire costs must be paid at least 14 working days prior to the date of the event. I agree to clear up and remove my refuse from the Centre prior to my departure. I am 18 years of age or over.

The Centre keys should be collected from the Town Council Offices on the actual event date (or a Friday, if the event is being held on a Saturday or Sunday). The keys MUST be returned to the Town Council Offices immediately after use or a £5.00 fee will be charged (keys can be posted through the letter box if the Town Council Offices are not open).

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_