

Horsley 3:1 Project

Application for the Hire

All applications for the hire of Horsley 3;1 project (St Martin's Church) must be made on this form and forwarded to Mrs. K. Bartlett-Butt, Tall Trees, Tickmorend, Horsley, Stroud, Glos. GL6 0PE (Telephone 01453834696) BEFORE THE HIRE PERIOD INTENDED FOR HIRE. **This form needs to have payment attached to it; one cheque covering the fee and a separate cheque covering the "returnable deposit" -see below. Both cheques to be made out to Horsley PCC**

Note one: in addition to the appropriate fee, hirers will be required to pay a "refundable deposit" of **£50 for all bookings**- see below for the "returnable deposit" conditions.

Part one ; Please complete in BLOCK letters.

Name of applicant.....

Address.....

.....Postcode.....Telephone.....

Fee paid..... Deposit submitted

Name of Organisation, if applicable.....

Type of function requested

Date of requested event..... Time from To.....

Part 2 Undertaking to be completed by applicant.

I/We undertake to:-

- Observe the strict "NO SMOKING" and ' NO SWEARING' policy and the general conditions laid down for the use of Horsley 3;1 project (St Martin's Church) and its equipment/ contents.
- Leave the premises in a clean and tidy condition.
- Pay for any damage to the premises/equipment and replace all furniture, crockery and utensils etc in their correct places.
- Not to cause any nuisance to the immediate neighbourhood.

I/We understand that the returnable deposit paid will be retained by the Horsley PCC on behalf of the 3;1 Project (whose decision in this matter will be final) if, in the council's opinion, the booking has resulted in cleaning/ repairs to the venue being required after the event. I/We further understand that the HPCC has the right to cancel this booking without any liability if circumstances so dictate.

Date.....

Applicant's signature.....

For booking secretary use only

Returnable deposit returned and received by.....