



St. James' Trust (Seaford), 11 Blatchington Road, Seaford, BN25 2AB  
 Telephone: 01323 492800

**APPLICATION FOR HIRE OF HALL**

*When completed please return this application to the above address.*

NAME OF APPLICANT (Organisation or individual): \_\_\_\_\_

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

POSTCODE : \_\_\_\_\_ TELEPHONE (inc STD Code): \_\_\_\_\_

MOBILE: \_\_\_\_\_ Applicant's booking ref: \_\_\_\_\_

Person Responsible (if different from above): \_\_\_\_\_

**DATE & TIME OF USE:**

One off: Date: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Term: Day of the Week: \_\_\_\_\_ Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

From (starting time): \_\_\_\_\_ To (ending time): \_\_\_\_\_

Half Term Date(s): \_\_\_\_\_

Purpose of Hire: \_\_\_\_\_

Special Requirements: \_\_\_\_\_

ACCOMMODATION REQUIRED- tick as appropriate (use of small kitchenette included in hire rate):

Lower Hall	South Hall	North Hall	Meeting Room	Kitchen
------------	------------	------------	--------------	---------

Approximate number of people attending: \_\_\_\_\_

PAYMENT: Holding Deposit (if required): **£50.00** (Party bookings only -returned after the date of booking)

Hire Charge: £ \_\_\_\_\_ enclosed herewith/to follow

A holding deposit of £50.00 (Cheque or Cash) will be required if you are booking a party in St James Clubhouse and will be returned to you after the date of the booking once the condition of the premises has been inspected. The hire charge is payable no later than 14 days before the usage date. All payments should be sent to the Treasurer at the above address. Cheques should be made payable to St James' Trust. **\*\*\*PLEASE NOTE CANDLES ARE STRICTLY PROHIBITED AS THEY SET OFF OUR FIRE ALARMS\*\*\*\*\***

**Cancellation of any Confirmed forward booking may incur a charge of £10 per session if the Trust has turned down other bookings for those sessions.**

**I HAVE READ AND AGREE TO ABIDE BY THE CONDITIONS SET OUT IN THE CONDITIONS OF HIRE SET OUT IN THIS APPLICATION**

Hirer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Booking Confirmed	Invoice Raised	Payment Received	Follow Up