



PAVILION HIRE APPLICATION

Please use a separate application form for EACH site required
 Before completing this form please read the "Conditions of Hire"

Please complete ALL sections in BLOCK CAPITALS

Hirer Name (Org./Club)

Site Required

Purpose of Hire

Title	
First Name*	
Surname*	
Address*	
Town*	
County*	
Post Code*	
Daytime Tel. 1*	
Daytime Tel. 2	
Mobile**	
E-Mail	

* This information is required for ALL contacts.

** If a mobile number is not specified as a Daytime Telephone number, then a mobile telephone number is required for ALL contacts.

PLEASE SPECIFY EACH DATE REQUIRED, USE A PHOTOCOPY OF THIS FORM IF NECESSARY

DAY (Please Specify)	DATE (Please Specify)	TIME (Please Tick / Specify)													
		9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	

Estimated Attendance Per Booking

INSURANCE

Third Party / Public Liability Insurance cover to a **minimum value of £5 million**, is required for the regular hire of **any** outdoor sports facility. **A copy of the insurance certificate must accompany this application form.**

Please see "Conditions of Hire", Sections 5 and 13 for further details.

DECLARATIONS AND SIGNATURE

I/we Mr/Miss/Ms/Mrs (full names) _____

Hereby apply on behalf of _____
for the hire of the facilities mentioned above.

I/we agree to pay all charges properly applicable as laid down in Mid Sussex District Council's schedule of charges, and to use the facilities in a proper and reasonable manner.

I/we have received, read, understood and agree to abide by Mid Sussex District Council's standard "Conditions of Hire".

I/we confirm that I am / we are authorised to act on behalf of the above.

Signed _____ **Office Held** _____

Signed _____ **Office Held** _____

Date _____

IMPORTANT:

By signing this application form you are agreeing to the terms of the "Conditions of Hire".

PLEASE RETURN THIS FORM TO:

Facilities Management
Outdoor Business (Environment)
Mid Sussex District Council
Oaklands
Oaklands Road
Haywards Heath
West Sussex
RH16 1SS

Tel: 01444 477379
Fax: 01444 477464
Email: bookings@midsussex.gov.uk
Web: www.midsussex.gov.uk

