

**APPLICATION FOR USE OF COPTHORNE JUBILEE PAVILION HALL**  
Regular Use



Hirers Name	
Company Name	
Address	
Day Time Telephone	
Evening Telephone	
Mobile Telephone	
Email	
Nature of Use	
Day required	
Frequency of Hire	
Time From	
Time Until	
Approx. No of Attendees	

Do you require use of the Hall?	YES / NO
Do you require us of the Kitchen?	YES / NO
Do you require us of the changing rooms?	YES / NO
Do you require any table and chairs?	YES / NO
Will the public be admitted?	YES / NO
Will admission be restricted to members of a Club or Organisation?	YES / NO
<b>Will the event include:-</b>	
The sale of alcohol?	YES / NO
The reproduction of music?	YES / NO
Dancing?	YES / NO
Singing?	YES / NO
Live music?	YES / NO

*The minimum letting period is 2 hours. The period booked should allow for preparation and clearing up time and the room must be vacated by all people attending the meeting by the contracted termination time.*

*The Committee reserves the right to refuse any application and accepts no obligation to offer any explanation for such refusal or offer any right of appeal.*