

Copthorne Sports and Community Association Ltd

APPLICATION FOR USE OF COPTHORNE JUBILEE PAVILION And / or SPORTSFIELD (08/24)



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 use of the Kitchen?	YES / NO
Do you require use 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
Will the event include:-	
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.

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Bookings

A confirmed booking will NOT exist until a properly completed application form, with all applicable insurance +/- licenses, and deposit has been received and accepted by CSCA Ltd. Applications are required a minimum of 21 days before the event.

Provisional reservations where no form has been completed and/or deposit has not been paid will be held for a maximum of two weeks, unless CSCA Ltd receives a further booking for that date.

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Payment for bookings is required in advance, for this we offer **two** options.-

- Payment in full with return of the booking form
- Payment of 25% of the fee (minimum of £50) to secure your date, then payment of the balance no later than 14 days prior to the booked date.

Damage Deposit: Payment of £150.00 prior to commencement of the hire period. This payment in the event of damage to the premises, non-return of keys and / or extra cleaning being required at the end of the hire period.

I agree that the use of the Pavilion and or Sportsfield is subject to the Copthorne Sports and Community Association's Conditions of Hire, full details of which have been supplied to me. I agree to observe and perform all the Conditions of Hire.

I confirm that I have the authority of the above organisation to bind them by signing this application on their behalf.

Signed: Date:

Address (if different from above):

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