

Cinque Port Town of New Romney



Mrs C. Newcombe
Town Clerk
and
Responsible Financial Officer

Town Clerk's Office
Town Hall
New Romney
Kent TN28 8BT

Tel: New Romney 01797 362348

APPLICATION FOR HIRE OF ASSEMBLY ROOMS

DISABILITY ACCESS

Whilst New Romney Town Council endeavours to ensure that all its facilities are as accessible as possible to disabled people, it is with regret that we have been unable to address the issue of the steep steps up into the historic Grade 2 Listed Assembly Rooms. We will keep this matter under review. May we bring your attention to the fully accessible facilities at the Scout Hut, Church Lane, New Romney.

THE APPLICANT'S ATTENTION IS DIRECTED TO THE CONDITIONS OF HIRE ACCOMPANYING THIS FORM.

I hereby make an application to hire the facilities as stated below:-

ORGANISATION:

NAME:

ADDRESS:

TELEPHONE NOS:

EMAIL:

NAME/ADDRESS TO
SEND INVOICE TO:
(If difference from above)

TYPE OF EVENT:

DATE(S) OF BOOKING(S):

TIME: From: To:
(***Please allow for setting up and clearing away***)

HOURLY CHARGE:

ESTIMATED NUMBERS ATTENDING:

Contact by telephone – Monday & Wednesday 8.30 – 4.30, Friday 8.40 – 3.30
Payments & Enquiry Office Open 9.00 – 12.00 Noon, Mon. Wed. Fri.

ARE THE COOKING FACILITIES IN THE KITCHEN REQUIRED: YES/NO

NB: IF HEATING/HOT WATER REQUIRES ADJUSTMENT PLEASE CONTACT CARETAKER. UNDER NO CIRCUMSTANCES MAY HIRERS ATTEMPT ANY ADJUSTMENT THEMSELVES.

A CASH DEPOSIT OF £100.00 IS REQUIRED FOR PRIVATE FUNCTIONS, TABLE SALES OR SIMILAR, REFUNDABLE SUBJECT TO CARETAKER'S SATISFACTORY REPORT.

DEPOSIT PAID: £

NOTE: PROVISIONAL BOOKINGS NEED TO BE CONFIRMED WITHIN TWO WEEKS AND PAYMENT OF THE HIRE FEE MUST BE MADE ONE WEEK PRIOR TO THE EVENT TO SECURE THE HIRING

I acknowledge receipt of the Conditions of Hire sent with this form. I accept such conditions in full and I agree that any hiring resulting from this application shall be subject to such conditions.

DATE ----- SIGNATURE -----

NB: PARKING AT THE REAR OF THE ASSEMBLY ROOMS, SUBJECT TO AVAILABILITY, IS STRICTLY LIMITED TO THE HIRER'S VEHICLE(S) ONLY. PARKING IS AT OWNER'S RISK.

THERE IS A PUBLIC PAY AND DISPLAY CAR-PARK IMMEDIATELY ADJACENT IN CHURCH ROAD

PLEASE TAKE YOUR RUBBISH AWAY WITH YOU – THANK YOU