

**CLIFFE HALL, CLIFFE SQUARE, CLIFFE HIGH STREET,  
LEWES, EAST SUSSEX BN7 2TA**

**Tel: 01273 937755 Email: hall@cliffehall.uk**

**www.cliffehall.uk**



**APPLICATION TO HIRE THE HALL - please read carefully the Terms & Conditions of hire provided online at [www.cliffehall.uk](http://www.cliffehall.uk)**

**Applicant**

**Name of Group**

**Contact Address**

**Tel:**

**Mobile:**

**Email:**

**INITIAL BOOKING REQUEST Purpose of hire:**

<b>DAY</b>	<b>DATE</b>	<b>START TIME</b>	<b>END TIME</b>	<b>SESSION COST £</b>

**PAYMENT (please read with Ts&Cs at [www.cliffehall.uk](http://www.cliffehall.uk)):**

**Cost to hire hall for initial hire: £**

**ADD returnable deposit (where applicable) £**

**AMOUNT NOW DUE (before hire) £**

**Please note: BACS payment preferred.**

**Cheques payable to Cliffe Hall Account**

**No firm booking confirmed until payment received.**

**Return this form and make payment at least seven days before first booking.**

**Telephone/email at least 24-hours before booking to arrange key/access.**

**CONTRACT: I acknowledge that I have read the Terms & Conditions of hire, and other associated documents, understand them and agree to abide by them; failure to do may result in cancellation of future bookings. I note the hall's position on cancellations and likely forfeiture of any or all monies paid and that future bookings may be made/confirmed by email.**

**Signed:**

**Name:**

**Position:**

**DATE**

CANCELLATIONS: the Hall Management reserves the right to cancel a hiring. No compensation will be made for any expenditure or loss of income incurred by the HIRER. If the HIRER wishes to cancel the booking before the date of the event and as a result the hall is unable to conclude a replacement booking, the question of the payment or repayment of the fee shall be at the discretion of the Hall Management. In the event of a cancellation within one week of the date of hire, the original hire fee will be charged in full.