



**LONDON HOUSE High Street Mayfield TN20 6AQ  
Request to Hire Ground Floor**

Hire Charges £7.50 per hour or part per hour includes lighting, heating and Wi Fi.  
**Consecutive Hire dates will require a deposit of £50**

NAME.....

ADDRESS.....

TELEPHONE Land/Mobile.....

EMAIL.....

ORGANISATION.....

PURPOSE OF HIRE.....

DATE OF HIRE.....

TIME OF HIRE.....

SIGNED.....

**I have read and accept the terms and conditions**

**In accordance with the General Data Protection Regulation (GDPR May 2018) I agree to my details above being kept solely for the purposes of hiring London House. They will only be used for administrative purposes related to your booking.**

**PLEASE TICK IF IN AGREEMENT**

**I consent to being contacted by**  **post**  **phone or**  **email.** Please tick. Thank you.

**Contact details of person responsible for settling account (if different from above)**

.....

DATE.....

**\*If more time is required to “set up” please add this to your hire time.\***

**It is advisable to contact booking secretary to confirm availability before completing this form.**

**Please return completed form to Booking Secretary:**

**Mrs Jeanette Hore**

**Overleigh House, The Warren, Mayfield, TN20 6UB**

**077 483 70717 londonhousemayfield@gmail.com**

## **London House Hire Terms and Conditions**

Consecutive hire dates will require a deposit of £50

1. Hirer will be liable for full booking fee unless one week's notice is given.
2. Mayfield PCC takes no responsibility for any loss or damage to London House or the property of the hirer during the period of hire. Hirer should ensure that they have the appropriate insurance.
3. Written permission to be obtained from London House committee if goods/equipment is left in London House after the hire period
4. Perishable goods will be disposed of.
5. Any property left behind will be kept for two weeks and then disposed of.
6. Emergency exit to be kept clear at all times.
7. Key collection from Burnett's Estate Agent (opposite) during opening hours. Keys must be returned immediately at end of hire period– through letter box if closed. Burnett's opening hours Monday – Friday 9.00-18.00 Saturday 9.00-16.00
  - a. In the unlikely event that Burnett's is closed please ring Liz K 01435 872719 or the booking secretary (telephone number on booking form)
8. Unreturned keys. The hirer will be fined £25.
9. An invoice will be issued at the end of the month and be paid within 30 days of issue.
10. Smoking is not permitted anywhere in the building.
11. London House is licensed to sell alcohol. This can only be permitted by using the Church's Premises Licence.
  - i. Please tick box if you wish to sell alcohol
  - ii. An alcohol assignment form will be sent to use. Fee applicable £15.00 per event or £21.00 for three consecutive days.
12. Please leave the building clean and tidy for the benefit of the next user as per the photograph on the London House notice boards. A fine of £25 will be imposed if not left clean and tidy.
13. Please turn off lighting and heating when leaving. In the event of heating or lighting being left on a fine of £25 will be imposed.
14. An extra charge of £7.50 per hour will be added if booking time is exceeded.
15. Breakages will be charged at replacement cost.

**01/08/2018**