



# Roffey Cricket Club – Hire Form

Please return to Club Secretary. Mrs M Henderson, 13 Holly Close, Horsham, West Sussex, RH12 4PA

## HIRER/ORGANISATION

.....  
Name/Address:.....  
.....

## CONTACT:

Tel. No. Day: ..... Evening: ..... Email: .....

**VENUE:** Whole Building including bar  Main Hall Only

**DATE:** (from) ..... (to) .....

Type of Function: .....

Time: (from) ..... (to) .....

Access: (from) ..... (to) .....

Estimated number of people attending:  
.....

**SEATING LAYOUT:** Theatre  Cabaret (Dance Floor)  bar lay out

Other Seating Layout (please specify)  
.....

## Cancellation policy

- Up to 1 week before booking date no fee due
- 1 week to 2 days before the booking date £20 + VAT
- 1 day or less before the booking date 50% of the hire costs

## Payment details

£12.50 per hour plus Vat  
 Payment by cheque to be returned with booking form to Club Secretary (address at the top of form)  
 Or payment by card  
 Card number .....  
 Start date ..... Expiry date ..... Issue number .....  
 Name on Card ..... Last 3 digits of Card security number .....

Hirers signature .....  
 Club officials signature ..... Maria Henderson, Club Secretary.....