

## ANERLEY TOWN HALL

When completed, please return this form to:  
**The Crystal Palace Community Development Trust, Anerley Town Hall, Anerley Road,  
 London SE20 8BD Tel: 020 8676 5666 Fax: 020 8676 5670 Email: [admin@cpcdt.org.uk](mailto:admin@cpcdt.org.uk)**

### 1. BOOKING DETAILS – NON-REGULAR HIRERS

|   |                                 |
|---|---------------------------------|
| <b>Accommodation Required:</b>  |                                 |
| Main Hall <input type="checkbox"/>  | Lounge <input type="checkbox"/> |
| <b>1. Day and Date of Function:</b> .....   |                                 |
| <b>Package A</b> (10am – Midnight )   | <b>Package B</b> 8 Hour Package |
| <input type="checkbox"/>  | <input type="checkbox"/>        |
| <b>Access Times: From:</b> ..... <b>To:</b> .....                                 |                                 |
| (halls will be opened and closed according to these times)                        |                                 |
| <b>Function to finish at:</b> .....   |                                 |
| (you should allow at least 30 mins before the end of the function for cleaning)   |                                 |
| <b>Hall to be vacated by:</b>   |                                 |
| .....   |                                 |
| <b>Failure to vacate by the agreed time may result in loss of damage deposit.</b> |                                 |

### 2. HIRER DETAILS

|   |   |
|---|---|
| Name of Hirer<br>.....<br><br>Address.....<br>....<br>.....<br>.....<br>..... | <b>Contact Numbers</b><br><br>Tel.(H).....<br><br>Tel.(W).....<br><br>Tel.(M).....<br>.<br>email:.....<br>. |
|---|---|

**3. TYPE OF FUNCTION : PLEASE INDICATE THE TOTAL CAPACITY LIKELY TO ATTEND YOUR FUNCTION/EVENT IN THE APPROPRIATE BOX BELOW.**

Type of function ..... Number of Attendees .....  
 (maximum seating capacity around tables in the **main hall: 150** and in the **lounge: 35**)

**\* Will there be a charge for admission /sale of goods and/or alcohol (please circle) Yes/No (if yes to this box please ensure you have read the TENS licence application information)**

**4. ADDITIONAL FACILITIES/SERVICES REQUIRED (please tick)**

|  |   |  |
|--|---|--|
| <b>Round Table Hire</b><br>(£10 per table including 10 chairs per table) | <b>Banqueting Chair Hire</b><br>(0.50p per chair) | <b>permission to bring in crockery</b> |
|--|---|--|

**I have read the terms of conditions of hire as set out in the guidance notes which include.**

- I apply to use the accommodation and ancillary facilities as shown
- If my application is accepted I agree to abide by the CPCDT Conditions of Hire enclosed with this form
- I agree I will apply for any insurance specified within the terms & conditions
- I certify that I am over 18
- In addition I agree to pay in accordance with the conditions of hire and I accept that a fee equivalent to 25% of the value of my booking is non-refundable in the event of my cancellation
- I agree to pay a damage deposit of £200 as set out in section 7 of our notes of guidance for hirers. If paid by cheque will be banked immediately.
- I understand failure to adhere to the guidance given may result in the loss of my damage deposit.

**Signed..X..... Date..X.....**

|  |                |  |  |
|--|----------------|--|--|
| <b>FOR CPCDT HALLS OFFICE USE ONLY</b> |                | <b>Managers consent authorising use of hired tables and chairs on site</b> |  |
| Forms sent out:                        |                |  |  |
| Event Number:                          |                |  |  |
| Band Type:                             |                |  |  |
| Date invoiced:                         | Invoice Number |  |  |