**Village Hall & Community Buildings Advisory Service: Subscription Application 2017-18**

Action in rural Sussex offers a Village Halls & Community Buildings Advisory Service on an annual subscription basis.

This is open to all trustee and management committees of village halls or community buildings across Sussex. It is designed to provide an affordable level of initial support and information to halls, with easy and direct access to an expert consultancy service to meet more detailed and complex needs.

We are an **independent charity**, so we work hard to ensure that the service we provide is of the highest standard and **best possible value**.

If you subscribe to our service, your village hall or community building could benefit from:

* Workshops and networking events on key topics;
* Access to our **database of essential, practical information** on a wealth of issues including insurance, hire charges, fire safety etc.;
* A **monthly newsletter** and e-bulletin with up-to-date information on all aspects of managing a community building;
* Access to our **Village Halls Buddying Scheme;**
* **Government lobbying** and awareness of issues affecting village halls through **Sussex Community Buildings Advisory Group** (SCBAG);
* Direct access to our **expert consultancy services** for detailed advice on complicated issues, particularly capital projects. NB: we provide the service at extremely competitive rates to reflect our charitable aim to be affordable;
* Monitoring of **regional and national media** and promotion of positive news stories about village halls.

**Here is what our current subscribers say about us:**

*"The AirS team have been our rock of support and have spent many hours helping us from one crisis to another. We continue to be impressed with, and grateful for, the support we receive."* Diana Pound, Sidlesham Community Association.

*"We are very much indebted to AirS for being so professional and giving a clear and full explanation for all our detailed questions. The team put time and effort in over and above the call of duty and we're really pleased with the service."*

Susie Green from Itchenor Memorial Hall.

If you any questions regarding the subscription service, then don’t hesitate to contact Claire Reynolds on (01273) 473 422 or via [villagehalls@ruralsussex.org.uk](mailto:villagehalls@ruralsussex.org.uk)

If you wish to apply for subscription to the service, please complete the remainder of the form and return it with payment via the details provided on the last page.

**Please complete the following sections:**

1. **Village Hall or Community Building Details**

Please provide details of the Village Hall or Community Building to be associated with the subscription:

PLEASE COMPLETE DETAILS IN BLOCK CAPITALS

|  |  |
| --- | --- |
| Name of Village Hall/Community Building |  |
| Postal Address |  |
| Post Code |  |
| Email address *(****only*** *if non-personalised e.g. ambridgevillagehall@ambridge.co.uk)* |  |
| Telephone Number *(****only*** *if non-personalised)* |  |
| Website |  |
| Seated Capacity (of main hall) |  |

**B. Contact Details for Village Halls Advisory Service Subscription 2017-18**

Please confirm the contact details of the *primary contact* associated with your subscription to the Village Halls and Community Buildings Advisory Service.

The nominated individual will be identified as the recipient for all correspondence associated with the subscription, information associated with Village Hall workshops and events, receive the login details for the user area as well as the monthly subscriber newsletter.

PLEASE COMPLETE DETAILS IN BLOCK CAPITALS

|  |  |
| --- | --- |
| Forename |  |
| Surname |  |
| Role (e.g. Chairman) |  |
| Contact Address |  |
| Email address |  |
| Contact Phone Number |  |

**C. Contact Details for Financial correspondence**

If financial correspondence associated with the subscription (e.g. invoices) should be sent directly to a different individual than that identified in Section A, please provide their contact details in the boxes below.

*If this section is left blank, all material will be sent to the contact identified above.*

PLEASE COMPLETE DETAILS IN BLOCK CAPITALS

|  |  |
| --- | --- |
| Forename |  |
| Surname |  |
| Role in organisation (e.g. Treasurer) |  |
| Contact Address (including Post Code) |  |
| Email address |  |
| Telephone Number |  |

**D. Contact Details for Bookings**

Please confirm the contact details of the contact associated with managing the bookings for this Village Hall or Community Building i.e. to whom public enquiries are made.

Please complete this section even if it duplicates information already provided.

PLEASE COMPLETE DETAILS IN BLOCK CAPITALS

|  |  |
| --- | --- |
| Forename |  |
| Surname |  |
| Role in organisation (e.g. Secretary) |  |
| Contact Address (including Post Code) |  |
| Email address |  |
| Telephone Number |  |

**Please note**

* We will retain details in accordance with Data Protection legislation. This will be used to administer the subscription and its renewal, the provision of an e-newsletter and information related to our events and services.
* It is assumed that the provision of this contact information is undertaken in accordance with the Data protection statement (see above) and with the knowledge and consent of the individual(s) identified. Please **do not** provide these details if this is not the case.
* The contact information provided will supersede and replace any contact information which we currently hold on our system related to the village hall or community building and its key contacts.

**E. Payment**

The subscription period currently runs between 1st April and the 31st March.

Subscriptions may operate on a pro-rata basis, please contact us to discuss this in advance of applying.

The subscription for the 12 month period is **£144** (including VAT). Please select your preferred payment method:

**BACS Payment**

To make a payment via BACS, please use the following details:

Sussex Rural Community Council

CAF Bank

Account Number: 00019693

Sort Code: 40-52-40

Reference: Please include the full name of the applicant (as identified above)

**Standing Order**

To set-up a Standing Order, please use the financial details set out above. If you are applying for a renewal, please ensure that any existing Standing Orders reflect the current subscription rates and are updated with your bank.

**Cheque**

Please make all cheques payable to ‘Action in rural Sussex’ and return them along with this application form using the contact details below.

*N.B. No services or access to resources will be provided until payment and a complete application form is received*

Action in rural Sussex   
Sussex House, 212 High Street   
Lewes   
East Sussex   
BN7 2NH   
  
**T:** (01273) 473422 **E:** [info@ruralsussex.org.uk](mailto:info@ruralsussex.org.uk)@ruralsussexwww.ruralsussex.org.uk

Action in rural Sussex is the operating name of Sussex Rural Community Council.  
Registered Charity No. 1035401. Company limited guarantee No. 2907172  
VAT registration number 587494379 Registered office - as above.

Please retain a copy of this form for your records.