 **East Sussex Village Halls and Community Buildings Conference 2017: Booking Form**

**10.00am to 2.00pm on Wednesday 22nd November 2017**

**Venue: at Herstmonceux Village Hall, Hailsham Road, Herstmonceux, East Sussex, BN27 4JX.**

**Applicant Details**

|  |  |
| --- | --- |
| Name of Village Hall or Community Building |  |
| Name of contact |  |
| Contact email |  |
| Contact phone number |  |

*Email confirmation of your booking and further details will be provided once the booking form and payment have both been received.*

**Attendee Details**

|  |  |  |
| --- | --- | --- |
| Name of attendee(s) | Workshop Preference\* | Dietary or other requirements |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

\*1 - CIO (Charitable Incorporated Organisation) status – is it for you?

\*2 - Marketing and promoting your hall.

\*3 - Systems and processes to put in place a safe environment.

**Any Questions**

If you have a question which you wish to pose to the panel during the *Any Questions?* session, please identify it here:

|  |
| --- |
|  |

**Price(s) & Payment**

1. Subscribers to AirS Advisory Service 2017/18 - No Charge (Up to a max. of 2 attendees)
2. Non-Subscribers/Additional attendees - £18 (Inc. VAT) per attendee

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)@ruralsussex[www.ruralsussex.org.uk](http://www.ruralsussex.org.uk)

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

**Payment by BACS**

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

Account Name: Sussex Rural Community Council

Bank: CAF Bank

Account Number: 00019693

Sort Code: 40-52-40

Please include the full name of the applicant (as identified above) as a reference when making payment and email the completed application form to: [villagehalls@ruralsussex.org.uk](mailto:villagehalls@ruralsussex.org.uk) including ‘East Sussex Village Hall Conference’ in the subject line.

**Payment by Cheque**

Please make cheques payable to ‘Sussex Rural Community Council’ and send them with this application form to the address below.

Please return this form and payment **no later than Friday 10TH November 2017.**