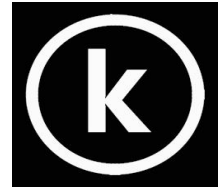


**Kings Centre  
27 Edison Road  
Eastbourne  
East Sussex  
BN23 6PT**



**Application for FREE to Charities Initiative**

<b>Charity Details</b>	
Charity Name	
Registered Charity No	Formation Date
Main Aims of Charity/Organisation	
Size of Charity (no of employees excl. Casual volunteers)	
Who are the Main Beneficiaries of your Charity/Organisation?	
Does your Charity/Organisation have a Constitution?      Yes / No      (If Yes please attach a copy)	
Connection with Kings Church (if any)	
<b>Contact Details</b>	
Contact Name	
Address	
Tel No	Mobile
Email Address	
<b>Event Details</b>	
Proposed Event (e.g. Concert/seminar/party etc)	
Date Required (please provide alternative date in case preferred date unavailable)	
1	2
Please state the purpose of your proposed event and give a summary of how you see it being of benefit to the local community	

Requirements	
Room/Hall Required	Expected Attendance
Proposed Set Up (i.e. Theatre style, cabaret tables, dance floor etc.)	Set Up (Stage)
Bar Required?                      Yes / No	Catering Required?                      Yes / No
Any other Requirements?	
<p>Please note we have limited availability for these events and expect to be over subscribed so please provide below any other information which you feel may support your application.</p>	
Date	Signed
	Name & Position

***Please note Terms and Conditions of Use and Application Criteria overleaf.***

## **Free to Charities Initiative Terms & Conditions**

The hirer must be a Registered Charity or recognised organisation.

There will be limited availability for these events each year so early application is recommended.

The rooms available for use are the Main Hall (700), the Devon (400) and the Sussex (140). Numbers in brackets show the maximum numbers for each venue.

A Free to Charities Initiative booking will be for no more than 6 hours including set-up and pack-down and take place Monday to Friday – 9am to 11pm.

The event can be for a maximum of 6 hours, including set up and take down.

Any equipment required in addition to that supplied as standard will be charged at 50% of our standard rates. Full details of rooms and equipment included as standard can be found on our website at [www.kingscentre.eu](http://www.kingscentre.eu).

If the Centre's own PA equipment is required to be used then a PA operator will be provided without charge.

No external catering can be brought into the Centre, or refreshments provided other than by the Centre. Centre catering is available at usual prices.

We would ask that Kings Centre be recognised in a agreed way as a sponsor of the event.

The Vivo Café Bar can be opened and made available throughout the event. This is subject to a minimum spend of £50.00, any difference to be invoiced after the event.

The hirer will need to provide volunteer stewards and car parking attendants in an agreed proportion related to the number of attendees, under the supervision of two centre staff who will be provided for the duration of the event.