



LOCATED IN SHOREHAM
West Street Loft, 20-22 West Street,
Shoreham-by-Sea, West Sussex,
BN43 5WF

CONTACT & BOOKINGS
weststreetloft@gmail.com

REGISTER FOR THE LATEST EVENTS
www.weststreetloft.co.uk/register

BOOKING REQUEST FORM

Please complete the editable form below.

PERSONAL DETAILS

Title Forename Surname

Address

CONTACT DETAILS

Email address

Contact number/s

EVENT DETAILS

Nature of event ie., corporate, private party, wedding, birthday etc...

(If birthday which age i.e. 40th, 50th etc. Please note due to location we are unable to hold parties for 18th or 21st parties)

Date of event requested:
(Day/Month/Year)

Time of event requested:
(Note the bar license ends at 11pm)

Are there any special requests or details that are relevant to the event?

TERMS & CONDITIONS

1. A booking will only be accepted on receipt of a non refundable 50% deposit. The balance being due seven days before the event.
2. It is the responsibility of the hirer to make all attending the event aware of the following issues and should there be any serious infringements we reserve the right to curtail the event:
 - All should be aware that we are in a residential area and proper and due respect to our neighbours must be shown at all times.
 - It is illegal and expressly forbidden to remove any alcohol or glassware from the premises. Therefore, smokers cannot take drinks with them and should not make any noise that could be considered a nuisance. These issues are equally important when leaving the premises.
 - Please note there is no parking outside, nearest car park is rear of Community Centre.
 - Please consider our neighbours at all times. Thank you.

I agree to the above terms



IMPORTANT: Once completed please click the envelope icon above the form and 'send us a copy' to weststreetloft@gmail.com