

1. Name of premises required.	Rochester Centre, East Gate, Rochester, ME1 1EW	
2. Organisation, club etc.		
3. Name and address of applicant:		
Telephone No.	Home:	
	Work:	
Email address:		
4. Period of use		
(a) Day(s)		
(b) Date(s)		
(c) Times	From	To
5. Description of type of use to be made of premises (e.g. teaching session or fund-raising event)		
6. Maximum number of person expected to use premises.		
7. Any wheelchair users who would need an evac chair to evacuate the building in an emergency?		
8. Accommodation required (e.g. hall, number of rooms etc.)		
9. Room layout required (e.g. classroom, horseshoe of chairs etc.)		
10. Resources required (e.g. computer/projector, flipchart etc)		

Date Signed