

 Incorporated Charity No: 1161078

**Name of Hirer ……………………………………… Organisation ……………………………………..**

**Date/s of hire ……………………………………… Reason ……………………………………………**

**HIRE DETAILS & prices for parties, charities**

Date(s) required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Start time:\_\_\_\_\_\_\_\_\_\_\_\_ Finish time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please allow time WITHIN your booking for setting up and clearing away**

Details of event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated number of people attending: adults\_\_\_\_\_\_\_\_\_\_ children (up to 17yrs) \_\_\_\_\_\_\_\_\_\_

**Room(s) required:**

WHOLE CENTRE - £27 per hour - number of hours required cost £\_\_\_\_\_\_

MAIN HALL (Sports) - £11 per hour - number of hours required cost £\_\_\_\_\_\_

MEETING ROOM - £11 per hour - number of hours required cost £\_\_\_\_\_\_

KITCHEN for T&C only - £5 per session cost £\_\_\_\_\_

KITCHEN no cooking facilities - £5 per hour - number of hours required cost £\_\_\_\_\_

KITCHEN using all facilities - £16 per hour - number of hours required cost £\_\_\_\_\_

SPEAKER ONLY (bring own music – Phone, tablet etc.) - £5 per session cost £\_\_\_\_\_

 Bouncy Castles - £5 per session each cost £\_\_\_\_\_

**STATUTORY ORGANISATIONS – add 25% to cost**  cost £\_\_\_\_\_

 **TOTAL COST OF HIRE** £\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For cancellation fees please see the Hiring Terms and Conditions

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**CONTACT DETAILS OF HIRER**

BOOKING FORM – HIRE DETAILS

**Please note: It is the responsibility of the hirer to have, and to produce on request, proof of public liability insurance cover whilst the centre is on hire to them.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hirer must be over 18 years of age**

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Invoice address (if different from above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel. number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read and understood the hiring terms and conditions

**All bookings are provisional until the deposit and form have been completed and returned**

**Payment details**

**A non returnable £10 cash deposit is required at time of booking**

**Total Hiring fee ……………………………. Invoice No if required ……………………….**

**Deposit £…………….. Rec No …………**

**Balance £……………. Rec No ………..**

**Please make payment by Cash, cheque or BACS (bank details can be provided)**