

**BUCKHURST PARK COMMUNITY CENTRE**  
 Burghley Close, Off Frobisher Drive, Swindon SN3 3BS  
 Tel: 07582 305760

**BOOKING REQUEST FORM**

<b>Booking Reference No</b>			
<b>Name of Hirer</b>			
<b>Address of Hirer</b>			
<b>Telephone</b>			
<b>eMail Address</b>			
<b>Date(s) Required</b>			
<b>Time</b>	<b>From:</b>		<b>To:</b>
<i>All hirers must book the full time required including set up and clean up at the end.          A minimum of 15 minutes will be allowed between bookings to allow for the change          between the outgoing and Incoming bookings.</i>			
<b>Facilities</b>	<b>Main Hall</b>		
	<b>Meeting Room 1</b>		
	<b>Meeting Room 2</b>		
	<b>Carousel Room</b>		
<b>Purpose of Hire</b>			
<b>Deposit Payable</b>			
<b>Due by</b>			
<i>Please make cheques payable to Buckhurst Park Community Centre</i>			
<b>Booking Cost</b>			
<b>Balance</b>			
<b>The Hirer agrees that he/she has read and received a copy of the Community Centres standard Conditions of Hire and the Rules governing the use of the Community Centre, and agrees to observe and implement them.</b>			
<b>Signed by Hirer</b>			
<b>Date</b>			
<b>Signed on behalf of BPCC</b>			
<b>Date</b>			