

CHESTERTON COMMUNITY HALL BOOKING FORM

Provisional bookings will be held for 2 days only from date of enquiry.

Only after returning the booking form and payment of deposit is your booking secure.

Hirer's information

| | |
|------------------------|--|
| Date of hire | |
| Purpose of hire | |
| Hirers name | |
| Hirers date of birth | |
| Address | |
| | |
| Postcode | |
| Email | |
| Daytime contact number | |
| Evening contact number | |

I ask that information of a second responsible adult be added. Both the hirer and the second signing adult MUST be in attendance for the duration of the booking.

| | |
|------------------------|--|
| Name | |
| Date of birth | |
| Address | |
| | |
| Postcode | |
| Email | |
| Daytime contact number | |
| Evening contact number | |

Please tick which room is required.

| | |
|-----------------------------|--------------------------------|
| Frank Shouler 134 sq meters | Collin Board room 33 sq meters |
|-----------------------------|--------------------------------|

| Day | Date | Start time | Finish time |
|-----|------|------------|-------------|
| | | | |
| | | | |
| | | | Total hours |

These times should include setting up and clearing away.

| | |
|--------------|--|
| Hourly rate | |
| Total to pay | |

Please make cheques payable to Chesterton Community Partnership

Bank details sort code 20-06-75 Account number 63999874

Are you planning on having an entertainer\bouncy castle? Yes no

Hall height for bouncy castles is 4.5 meters.

Please indicate how many people you expect to attend.....Please advise if your numbers alter.

If you are a registered charity what is your charity number.....

Insurance. Hirers' indemnity insurance is held by the Centre and is included in your single booking charge.

Deposit. A £20 deposit is to be made on day time bookings. Bookings made for after 5pm will be charged a £100 deposit. Deposits are non refundable if the booking is cancelled within 7 days of the event.

Proof of Identification. You may be asked for proof of identification before bookings are confirmed.

DECLARATION: By signing this application, I agree to comply with the terms and conditions of Hire attached and Fire safety procedures. I understand and agree that information may also be used in connection with prevention and detection of crime and fraud. Any information will be kept on file for 2 years in accordance with our document retention policy. It will not be passed on to any third party.

Hirers

Signed.....

Print name.....

Date.....

Second responsible adult

Signed.....

Print name.....

Date.....