

Date of hire	
Purpose of hire	
Hirers name:	
Hirers address:	
Postcode:	
E-mail:	
Daytime contact;	
Evening contact:	

Space Required: (please tick)

Upstairs Hall Downstairs Hall Dance Studio Other _____

Times: Start Finish (These times should include setting up and clearing away)

Are you planning to have an entertainer/bouncy castle etc.? Please specify. (Only bouncy castles which have been measured to fit will be permitted. Please check with Reception for approved bouncy castle hirers before booking).

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If you are a registered charity, Charity Reg. No:-

For Monitoring Purposes - please indicate how many people you expect to attend

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

DECLARATION:

By signing this application, I agree to comply with the Terms and Conditions of Hire attached and the Fire Safety procedures. I understand and agree that hall hire costs are charged in addition to the refundable cash deposit and that the deposit is not counted as part payment towards the event. If Terms and Conditions are adhered to, deposits are ready to be collected 48 hours after the date of hire.

Signed _____ Print name _____ Date _____

OFFICE USE ONLY:

Deposit £	Date paid	Event £	Date paid