

CENTRE HIRE BOOKING FORM



Name of person responsible/ hirer

Address

Postcode

Telephone:

Mobile

Email:

Contact details of event leader (if different from hirer)

Name of Organisation

Type of activity/event

Date(s) of Booking

Time(s) of booking Start:

Finish:

Estimated numbers attending

Is the event... A private function (non-GHU)? Ticketed?

Do you require support in advertisement?

Caterer's Name

Address

Postcode

Telephone:

Mobile:

Contact name:

Event Management/Wedding Planner/Photographer details

Contact details for car park attendant

SIA Security Company/names

Total Balance to pay

Deposit Paid

Outstanding Balance

I, the undersigned, agree that if this application for hire is granted, I shall take full responsibility to look after the Centre and its facilities, ensure the local community are not inconvenienced and I will vacate after cleaning all the rubbish and return the key to the correct place.

By signing this contract, I acknowledge that all the above details are correct and I accept the Terms and Conditions.

Signed

Date

GHU use

Booking confirmed by: _____

Signature: _____

Date: _____