

Booking Form

Unit 2, Victoria Court, Kent St, Nottingham NG1 3LZ

Your Name:

Name of organisation

Type of organisation

Charity No. (if applicable):

Company No. (if applicable):

Address (main contact/correspondence):

Invoice Address (if different):

Telephone Number(s).

Email

Hall(s) or facility required: (Please see attached pricing structure and layout map)

Please indicate below the times & dates you require the use of these facilities.

If this is a recurring booking (i.e., for the same day and time), please indicate the day, start & finish dates.

Space	Date	Time From	Time To	Day of Week	Start Date	Finish Date

NB. Times must include any setup and clearing away. Occupation beyond these times will incur additional hourly charges.

Please give brief details of activities, intended users, and the estimated numbers attending:

Equipment required (eg, tables or chairs, tea urn), or other special arrangements

Agreed hire fees to be paid in full, in advance of hire:

I confirm that I have read and understood "Standard Terms of Hire for Community Centres" and agree to abide by them. A copy is attached.

Signed:

Date:

Will there be children or vulnerable adults present?

Yes

If yes, you must supply details of your **Safeguarding Policy** – indicating the measures taken to ensure the safety and security of any children or vulnerable adults taking part in the hire.

No