

## HURSTBOURNE TARRANT COMMUNITY CENTRE EVENT BOOKING FORM – TO BE COMPLETED BY HIRER

The Booking can only be confirmed once the Booking Form and the Hire Fee have been received

<b>Hirer's Name</b>		<b>Date(s) required</b>	<b>Start Time:</b>	
<b>Full Address</b>			<b>Vacate Time:</b>	
		<b>Day(s) of Week</b>	<b>Total Hours:</b>	
			<b>or Full day or Weekend:</b>	
		Tel:		
		Mobile:		
<b>Postcode</b>		email		
<b>Individual or Organisation?</b>				
<b>If Organisation, Name:</b>				
<b>If Individual, Resident of the Parish of Hurstbourne Tarrant?</b>				Yes/No

### FACILITY REQUIREMENTS

<b>Main Hall</b>	Yes/No	<b>Changing Rooms</b>	Yes/No	<b>Other (Please Specify)</b>
<b>Use of Audio</b>	Yes/No	<b>Use of Projector</b>	Yes/No	

**TYPE OF FUNCTION** (e.g. birthday party, meeting/workshop, wedding reception etc)

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**Number of People (max number if unsure)**

### LICENCE REQUIREMENTS

**Will you be serving alcohol?**  Yes/No **If Yes, will you be**

**A. Charging for it**  Yes/No

**B. Providing it free of charge or obligation**  Yes/No

*If A, a Licence is required and there is a charge of £30 for the provision of this. (Note that Temporary Event Notices may be required for some bookings)*

**Will your Event Include:-**

**A. Showing a Film For Profit** (including for Funding Raising)  Yes/No

**B. Performance of Regulated Entertainment AFTER 23:00 HRS** (Dance, Plays, Live

Music, Recorded Music, Films, Indoor Sports Events, and the like)  Yes/No

*If A or B, a Licence is required and there is a charge of £30 for the provision of this (if not already covered by the Alcohol Licence)*

### HIRE CHARGES (Please see HTCC Hire Tariff)

Hall	£	Changing Rooms	£	Licence	£	Audio/Visual Equipment	£	<b>Total</b>	£
								Reservation Deposit (25%)	-

### SECURITY BONDS

Facilities  £ Audio Equipment  £

I the Hirer, not being under 18 years of age, confirm that I have read and understood all the terms and conditions of hire, including those relating to the sale of alcohol if applicable, and hereby accept responsibility for being in charge of and on the premises at all times during the hire period and for ensuring that all the conditions are met.

I agree that the information on this form can be held by Hurstbourne Tarrant Community Centre CIO and used solely for the purposes of administering this booking.

Name:  Signed:  Date:  dd/mm/yy

As the Booking Manager for the Hurstbourne Tarrant Community Centre I acknowledge receipt of the Booking Payment / Reservation Deposit and am authorised to hereby give permission to the Hirer to make use of the facilities for the purposes shown on this Form

Signed:  Date:  dd/mm/yy

***Please make cheques payable to: 'Hurstbourne Tarrant Community Centre'.***

***Payment by BACS to: HTCC a/c 03177213, sort code: 30-90-21 Ref: '[your initials] Booking'***