

HURSTBOURNE TARRANT COMMUNITY CENTRE
REGULAR USER BOOKING FORM – TO BE COMPLETED BY HIRER
The Reservation can only be confirmed once the Booking Form and Deposit have been received

Hirer's Name		Day required	
Full Address		Start Date	
		End Date	
		Open Up Time	No of Sessions
		Vacate Time	
		Hours/session	Total Hrs
		Tel:	
		Mobile:	
Postcode		email	

If Organisation/Club, Name:

If Individual, Resident of the Parish of Hurstbourne Tarrant?

FACILITY REQUIREMENTS

Main Hall	<input type="text" value="Yes/No"/>	Changing Rooms	<input type="text" value="Yes/No"/>
Use of Audio	<input type="text" value="Yes/No"/>	Use of Projector	<input type="text" value="Yes/No"/>

TYPE OF ACTIVITY (e.g. type of classes; club; regular meetings; sport/activity etc)

If Meetings, a schedule of meeting dates is attached.

Number of People Attending (max number if unsure)

LICENCE REQUIREMENTS Will your activity include:

A. Selling alcohol?

B. Showing a Film For Profit (including for Funding Raising)

C. Performance of Regulated Entertainment AFTER 23:00 HRS (Dance, Plays, Live Music, Recorded Music, Films, Indoor Sports Events, and the like)

If 'Yes' to any of these a Licence is required and there is a charge of £30 for the provision of this – see 'Licensing of Events and Sale of Alcohol'

HIRE CHARGES

PER SESSION	Hall	£	Changing Rooms	£	Licence	£	Audio/Visual Equipment	£	Total	£
									Total No. of Sessions in Booking Period	
									Total Hire Charges Paid for Booking Period	£
									Reservation Deposit	£

SECURITY BONDS	Facilities	£	Audio/Visual Equipment	£
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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:

As the **Booking Manager** for the Hurstbourne Tarrant Community Centre I acknowledge receipt of the 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:

Please make cheques payable to: 'Hurstbourne Tarrant Community Centre'.
Payments by BACS to: HTCC a/c 03177213, sort code: 30-90-21 Ref: '[your initials] Booking'