

Newton Leys Community Centre

St Helena Avenue, Newton Leys, MK3 5FJ



Block Booking Form

Main Hall Hire: £10 per hour. Charity Rate: £8 per hour. Small meeting room: £8 per hour
Deposit £50 (Deposit to be paid at time of booking, invoiced monthly thereafter).

Hirers Name:					
Hirers Address:					Post Code
Business/Community Name					
Start date of block hire				Numbers attending Maximum 60	
Purpose of hire					
Please state repeats	Weekly		Bi-monthly		Monthly
Duration	Start time			Finish time	
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Please include hire dates within the next financial year only. Ensure you include all exception dates including bank holidays and if your hire is term time (on the reverse of this form). Please state this clearly.					
Space required (Please tick)	Main Hall			Small Meeting Room	
Email					
Daytime contact / mobile					
Evening contact					

Charity Number (if applicable)	
Exception dates	

INSURANCE

Public Liability Insurance is held by the Council and is included in your booking charge.

Please note this insurance does not include the hirer's property and equipment so hirers must obtain their own property insurance if required. The council requires sight of a valid Potable Appliance Test certificate (PAT) prior to the hire period if a hirer wishes to use their own electrical equipment.

DECLARATION

By signing this application, I agree to comply with the Terms and Conditions of hire attached. I understand and agree that hall hire costs are charged in addition to the refundable deposit and that the deposit is not counted as part payment towards the event. If Terms and Conditions are adhered to, deposits will be returned seven days after the final date of hire.

KEY HOLDING

A separate agreement will be signed regarding the transfer of keys for the duration of any block bookings at the community centre.

Signed:	Print Name:	Date:
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Deposits and hire charges can be paid online via our website at bletchleyfennystratford-tc.gov.uk or in person at the Queensway Town Council Office (only cash or cheques can be accepted in the office)

OFFICE USE ONLY:

Deposit amount including initial hire charge (subsequent amounts to be invoiced on a monthly basis)	£
Worldpay/Cash/Cheque reference number	Ref:
Print Name (Office):	Signed (Office):
Deposit Returned YES/NO If no state reason.	Date