

# Fenny Stratford Community Centre

George Street, Fenny Stratford, MK2 2NR

## One Off Event Booking Form

PLEASE USE CAPITAL LETTERS WHEN COMPLETING THIS FORM

<b>Date of Hire:</b>		<b>Day:</b>	
<b>Start time:</b>		<b>Finish time:</b>	
<b>Name of User:</b>			
<b>Hirer's Name:</b>			
<b>Hirer's Address:</b>			
<b>Postcode:</b>			
<b>Email:</b>			
<b>Home Phone:</b>		<b>Mobile:</b>	
<b>Activity description:</b>			
<b>Space Required</b> (Please circle below)	<b>Expected Number Attending</b>		
<b>Main Hall</b>	<b>Bowden Room</b>	<b>Snooker Room</b>	<b>Kitchen</b>
<b>Use of BFSTC Equipment</b>	<b>Tables Required:</b>	<b>Chairs Required:</b>	
<b>Additional Equipment:</b> Please specify any equipment being used on the premises e.g. PA system, Bouncy Castle etc.		<b>Insurance/Testing in Place</b>	<b>Yes /No</b>
<b>Catering Provision:</b> Please give detail of catering planned		<b>Entertainment:</b> Please detail any planned entertainment being booked/planned for this function	
<b>Alcohol:</b> Alcohol will not be permitted without prior consent from TC.	<b>Consumption of Alcohol Agreed TC</b> (sign)	<b>Sale of Alcohol Agreed by TC</b> (sign)	<b>Licence for Sale of Alcohol</b> (copy taken)
<b>Hire Charges:</b> Hall hire times are 08:00-22:00 Mon-Sat, 09:00-20:00 Sunday			
<b>Main Hall: £20 per hour (£15 per hour community Rate)</b>		<b>Bowden Room: £12 per hour (£10 per hour community rate)</b>	
		<b>Damage Deposit - £200</b> Full details in our Terms and Conditions	

**Please be aware that daytime bookings may have to share the kitchen space with other bookings.**

### DECLARATION:

By signing this application, I agree to comply with the Terms and Conditions of Hire.  
I also confirm that adequate Public Liability Insurance (PLI) and any other relevant insurances and licences are held.

**Hirers Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_