

Newton Leys Community Centre

St Helena Avenue, Newton Leys, MK3 5FJ



Single Booking Form

Main Hall Hire: £10 per hour. Charity Rate: £8 per hour. Small meeting room: £8 per hour
Deposit £50 (Deposit and hire charge to be paid at time of booking).

Hirers Name:			
Hirers Address:			Post Code
Date of Hire			
Purpose of Hire			
Duration	Start time	Finish time	
Numbers attending Maximum 60			Must include set up and clear away times
Space Required (please tick)	Main Hall		Small Meeting Room
Email			
Daytime contact / mobile			
Evening contact			
Charity Number (if applicable)			

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 Portable 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.

Signed:	Print Name:	Date:

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	£
Worldpay/Cash/Cheque reference number	Ref:
Print Name (Office):	Signed (Office):
Deposit Returned YES /NO If no state reason.	Date: