



Block Booking Form

Community Room Hire: £10 per hour. Smaller rooms: £5 per hour

Hirers Name:					
Hirers Address:					Post Code
Business/Community Name					
Start date of block hire				Numbers attending	
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)	Community Hall		Computer Room		
	Counselling Room		Office 1		
	Office 2		Office 3		
	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.

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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