

Spotlight Centre
114 Serpentine Court, Lakes Estate, Bletchley, MK2 3QL



Single Booking Form

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

Hirers Name:			
Hirers Address:			
			Post Code
Date of Hire			
Purpose of Hire			
Duration	Start time	Finish time	
Numbers attending		Must include set up and clear away times	
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)			

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.

Signed:	Print Name:	Date:
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