

WOOD LANE COMMUNITY CENTRE - BOOKING FORM

Important: Please note, bookings can only be accepted upon receipt of a signed copy of the attached **Terms & Conditions for hiring the Wood Lane Community Centre** and upon payment of the agreed Deposit.

Your contact details: [the person responsible for the booking/event i.e. the *Hirer*]

Your name [please print]:

Your Address [please print]:

Post code

Your phone numbers:

Mobile

Landline:

Your email address:

Name of Company & Position (if applicable)

Date of your event

Date:

Please Note-The Centre is not available for hire on most Sundays.

Start & Finish Times

Start:

Finish:

Please note: your start & finish times include 'set-up' time before your event and time at the end of your event to 'tidy-up'.

Type of activity/function being held:

Approximate number of people attending:

Do you intend to permit alcohol at your event? [please circle]

If 'yes' please refer to **Condition 6** of the 'Terms & Conditions of Hiring the Wood Lane Community Centre'.

Yes

No

If you intend to have live or recorded music at your event please state what and give contact details:

Please note: Indoor fireworks, smoke machines and bubble machines are **strictly prohibited** as these will activate the fire alarm system. The hirer is responsible for: the behaviour of their guests and entertainers, and for the health & safety in the use of products, equipment, materials brought onto the premises.

Charges for hall hire:

Weekdays Monday to Friday (excluding Bank Holidays): 8.30am- 5.00pm **£25 per hour Daily Rate £120**

Additional Caretaker Charge: Weekdays 5.00pm- 11.00pm **£30 Weekend/ Bank Holiday: £ 40**

Charges for conference room hire:

Weekdays Monday to Friday (excluding Bank Holidays): 8.30am- 5.00pm **£12 per hour Daily Rate £80**

Additional Caretaker Charge: Weekdays 5.00pm- 11.00pm **£30 Weekend/ Bank Holiday: £ 40**

Additional facilities:

We are happy to provide additional facilities if you require them. Please find below the options available and confirm which [if any] you require for your event. **Please circle your selections:**

Kitchen @ £50.00 per event. The kitchen has two double ovens and hobs suitable for heating food. Catering equipment, cutlery, crockery is not provided.	Yes	No
Bouncy Castle @ £60.00 per event	Yes	No
Playbus Quotes available on request	Yes	No
Marquee Hire Quotes available on request	Yes	No
P.A System @£35.00 per event. The system is suitable for voice amplification at meetings, playing music [via CD player/PC/phone/tablet etc – not supplied] at smaller parties.	Yes	No
Disco includes equipment & DJ. Quotes available on request	Yes	No
Catering Quotes available on request	Yes	No

The cost of your booking:	
I wish to hire the hall	[a] Sub Total: £
I wish to hire the conference room	[b] Sub Total: £
I wish to hire the kitchen @ £50.00	[c] Sub Total: £
I wish to hire the bouncy castle @ £60.00	[d] Sub Total: £
I wish to hire the PA system @ £35.00	[e] Sub Total: £
I wish to hire the following additional items.....	[f] Sub Total: £

Total cost of my booking, i.e. [a]+[b]+[c]+[d]+[e]+[f] Excluding any catering charges (if applicable).	[g] Total: £
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[i] Security Deposit [refundable]: All bookings are subject to a Security deposit of £100.00 which is fully refundable 7 days after the event subject to the hirer fully adhering to the terms and conditions of hire, in particular: leaving the property and hired equipment, clean, tidy and damage-free. For full details see Conditions 3,11, 13, 14 & 19.

Payment terms:	
Payment methods: cash, cheque to: <i>Greets Green Community Enterprises</i> or BAC's: sort code: 40-46-13 a/c no. 91765019	
Deposit [to be paid within 5 working days of making a provisional booking]	£50.00
Balance [i.e. total cost less deposit paid] must be paid no later than 4 weeks prior to the event]	
Security deposit must be paid no later than 2 weeks prior to the event.	£100.00

Data Protection- I agree to you retaining and processing the information provided on this form for the purpose of managing my booking.

I confirm the above booking and I have read and agree to abide by the Wood Lane Community Centre Terms and Conditions of Hire.

Signed: *[The hirer]* Date

Please print full name: