

**AVONWAY COMMUNITY CENTRE**

**Room hire booking request**

BLOCK LETTERS PLEASE

Name of organiser ..... Phone .....

Address ..... Email .....

..... Postcode.....

Name of Organisation or Individual .....

Is this booking for a Club (i.e. not an individual, public authority or business) YES / NO

Space(s) to be booked .....

**Users MUST book all time needed for set-up and take down of their sessions**

	Times				Chargeable Time (hours)	Kit		
		Event				Projector	Kurling	Skittles
Dates	Set-up starts	Starts	Ends	Clear up ends				

Will the kitchen facilities be used YES/NO

Where more than ten bookings are required please use continuation sheet and tick  here

Note: No charge is made for PA or hearing loop (where fitted). Users must bring their own batteries for microphones or purchase them from the office (either PP3 or AA, depending on room, please ask))

Before committing to a booking and the associated cancellation charges hirers must inspect the rooms and satisfy themselves that they are suitable for their proposed use. Attention is drawn to the absence of parking (see 4d))

**I have read and accept the F&DCA Room Hire Terms and Conditions (overleaf) and the Current Charges**

Signature of user ..... Date .....

NB: An unsigned emailed booking form will be taken as establishing a contract.

Agreed for F&DCA .....Name/status.....