ADDITIONAL EVENT OR PRIVATE PARTY HIRE FORM:

Name of organisation/individual:

Space(s) to be booked:

Annexe block booking: YES / NO / N/A

Payment information:

We can accept payment by bank transfer (MUCH PREFERRED) or cheque. Bank Transfer:

Bank: NatWest (Business account)
Account number: 40871231
Sort code: 54-30-45
Account name: FB D AVONWAY

As your reference please give invoice number and/or name of event (e.g. 'Smith party'). Cheques payable to Fordingbridge and District Community Association can be sent to: Avonway Community Centre, 36 Shaftesbury Street, Fordingbridge SP6 1JF. If the payment is for a group booking, please write the name of your group on the back of your cheque.

Your Bank details (for any deposit refund):

Account name:

Account no:

Sort code:

Other information:

Bar required:	YES / NO	If Yes Staffing agreed:	YES / NO
Outside caterers:	YES / NO	Disco:	YES / NO
Bouncy Castle:	YES / NO	If yes, proof of annual test:	YES / NO

Additional equipment required (see 'Hire of Equipment' form): YES / NO

Induction with pre-event information completed: YES / NO

Fire safety and emergency access information provided: YES / NO

'Time to Go Home – The Clear Up' document issued: YES / NO

TO BE COMPLETED BY AVONWAY OFFICE:

Date booking enquiry received:

Date booking confirmed: (subject to confirmation re staff for bar)

Private Party: YES / NO

Date £50.00 function deposit received and by whom:

Please note, your booking will only be confirmed once a deposit and full payment has been received. Payment is required at least a week before your booking. If payment hasn't been received by this time, your booking will be terminated and you will be denied access to the building.