

# CURRIE COMMUNITY CENTRE

## BOOKING FORM

Please refer to our website at [www.curriecommunitycentre.org](http://www.curriecommunitycentre.org) for information about the centre

<b>Organisation:</b>	
<b>Main Contact Name:</b>	
<b>Job Title:</b>	
<b>Address (billing):</b>	
<b>Tel. No:</b>	
<b>Email:</b>	
<b>Person attending hire:</b> **if different from above	
<b>Job Title:</b>	
<b>Tel. No:</b>	
<b>Email:</b>	
<b>Website:</b> **only supply web address if you are happy to Currie Community Centre to include your details on their social media pages and website.	
<b>Contact for Website:</b> **please note contact we can use on CCC website	

<b>Booking Type:</b> **please refer to website, address above	<input type="checkbox"/> Business and commercial <input type="checkbox"/> Community and social (not for profit)	
<b>Purpose of hire:</b>		
<b>Age range of attendees:</b> **if applicable please note the age ranges for hire is aimed at – Adults, Over 60s, 6–12-year-olds etc.		
<b>Approx. No Participates:</b>		
<b>Room/s Required:</b>	<input type="checkbox"/> Lounge & Kitchen <input type="checkbox"/> Meeting Room <input type="checkbox"/> Theatre Room <input type="checkbox"/> Games Room <input type="checkbox"/> Sports Hall	
<b>Day/s of the week required:</b>	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
<b>Times required:</b> **ALL Let's must be a minimum of 1 hr, and any set-up/clear up time should be included in your booking time requirements	<b>START TIME:</b>	
	<b>END TIME:</b>	
<b>Date/s required:</b>	<b>START DATE:</b>	
	<b>END DATE:</b>	

<b>Any dates NOT required:</b>	
<b>Additional Requirement Request:</b> **We cannot guarantee additional requests. The bookings coordinator will confirm and send further information.  **Please note that there will be an additional charge for storage space.	<input type="checkbox"/> Tables - If required how many: **9 x 6-seater foldable tables maximum (additional tables hired with lounge)  <input type="checkbox"/> Chairs – If required how many: **100 chairs maximum (additional to chairs hired with lounge)  <input type="checkbox"/> Children’s cups, plates, bowls, knives, folks and spoons **30 sets available  <input type="checkbox"/> Cinema Screen  <input type="checkbox"/> Storage – Please state what you are hoping to store:  <input type="checkbox"/> Any other request:
<b>Cost per session</b> **Please refer to website for room hire rates **please do not leave blank	
<b>Total cost</b> **please do not leave blank	

\*\*Final costs will be confirmed by CCC Bookings coordinator

I HAVE BEEN GIVEN/DOWNLOADED THE ‘TERMS AND CONDITIONS OF HIRE’ AND CCC POLICIES WHICH I WILL MAKE AVAILABLE TO MY GROUP. I AGREE WITH AND WILL KEEP TO ALL THE CONDITIONS AND POLICES. I AM OVER 18. I WILL ENSURE THAT MY GROUP FINISHES ON TIME AND THAT I WILL LOCK UP (WHERE REQUIRED) AT THE AGREED TIME, LEAVING THE HALL IN THE CONDITION I FOUND IT, RETURNING ALL TABLES AND CHAIRS TO THEIR ORIGINAL POSITIONS AND REMOVING ANY RUBBISH AND TAKING IT HOME.

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**IMPORTANT NOTE: until you have received confirmation the booking must not be considered firm.**

If paying a deposit, please supply your BACS details to enable us to refund you after your booking is complete:

ACCOUNT NAME:

ACCOUNT NUMBER:

SORT CODE:

BANK: