

# ST WILFRID'S COMMUNITY CENTRE

## Schedule A

### Booking Form for Occasional Hire

Provisional bookings will be held for 7 days only from date of enquiry. If a booking form is not received within 7 days, the provisional booking will be removed from the diary without further notice.

<b>Date of Hire:</b>			
<b>Purpose of Hire:</b>			
<b>Hirer</b>	<b>Individual</b>		<b>Organisation</b>
<b>For</b>	<b>Adults</b>	<b>Vulnerable Adults</b>	<b>Children</b>
<b>Hirer's Name:</b>			
<b>Hirer's Address:</b>			
<b>Postcode:</b>			
<b>E-Mail:</b>			
<b>Contact Tel:</b>			
<b>Child Protection &amp; Vulnerable Adults Policy</b>	<b>Yes</b>	<b>No</b>	
<b>Details to return deposit</b>	<b>Account Name</b>	<b>Sort Code</b>	<b>Account No.</b>

**Space Required:** (please tick)

Rm1 (Fountains – 70 people)  
  Rm2 (Jervaulx up to 30 people)  
  Rm 3 (Byland up to 8 people)

**Times:** **Start** ..... **Finish** .....(These times should include setting up and clearing away)

**Please indicate how many people you expect to attend** ..... **Please advise if your numbers alter.**

**Insurance:** It is the responsibility of the Hirer to effect whatever insurance he/she requires to cover his/her liabilities

**DECLARATION:**

By signing this application, I agree to comply with the Terms and Conditions in the attached Lettings Policy and Safeguarding Policy and the Fire Safety procedures.

**Signed**

**Print Name**

**Date**