

Wicken Bonhunt Community Centre
BOOKING APPLICATION and HIRE AGREEMENT
 Registered Charity No. 1207020

Booking secretary: (bookingswbcc@gmail.com)
 Committee chair: Peter Jordon Jordan@webspider.org

Name of HIRER –Individual/Organisation/Club		
Address of HIRER		
Phone Number		
Email		
Contact Number for EVENT- non-regular one off events only		
Date of Event		
Start Time- please allow time to set up		
Finish time –please allow time to clear up		
Booking- Is this a repeat booking ?	Yes	No
What is the frequency of the repeat booking?		
Calendar- Have you added this (these) event(s) to the calendar?	Yes	No
Description of event- Children’s Party, jumble sale, quiz etc. Number of guests, special requests, Are you providing entertainment? eg music, conjurer etc. Do you require a safe guarding policy and DBS disclosure certificate?		
Use of Kitchen to serve food	Yes	No
Use of Kitchen to serve drinks	Yes	No
Type of Event- Community/Public (open to anyone)/Private (invited guests)/Church/other		

HIRE AGREEMENT

Hire Fee (for each use)	£
Damage deposit (if applied)	£
Laundry fee (if applied)	£
Total	£
<p>I have read and understood the standard terms and conditions of hire and safe guarding policy I agree to pay the Hire fee, and to comply fully with the standard terms and conditions of hire. I agree to be present during the event. Signature of HIRER or *authorised person</p> <p>Name Date</p>	

*Individual authorised by organisation or club