

BOOKING FORM

Name or organisation:

Address:

Billing name:

Address (if different):

Purchase order no. (if applicable):

Telephone:

Email:

Type of event:

Date(s) of hire:

Room required:

Number attending:

Time required:

PLEASE ALLOW FOR SET UP AND CLEAR UP TIME

Room charge (per hour):

Total charge:
(excluding extras)

A DEPOSIT OF 50% OF THE TOTAL HIRE CHARGE IS REQUIRED TO SECURE YOUR BOOKING.

Bookings are not confirmed until the forms have been received and processed by Percy Community Centre. N.B. The deposit will be forfeit upon cancellation of a booking or for any damage to the facilities caused during your visit.

I will/will not be serving alcohol. (If yes you must supply Percy Community Centre with a copy of all necessary legal documentation at least one week before the event.)

I am authorised to make a booking on behalf of the above organisation or myself and shall make known and comply with the conditions of hire, with which I have been provided. I accept responsibility for those attending during their time at the Centre.

Signature:

Print name:

Pay by BACS (sort code 40-52-40, a/c 00028934) or cheque to Percy Community Centre