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| **Name:**  **Organisation:** | **Facilities to be hired**  Hall  Room 1  Room 2  Kitchen *One off charge of £2.40*  Oven/Microwave  *One off charge of £12.00*  Hire of Flipchart stand *One of charge of £5.60*  Hire of Stand/paper/pens *One off charge of £8.35*  Will you require access to disabled toilets  Yes No |
| **Address** |
| **Telephone** |
| **Email** |
| **Purpose of Hire**  Regular Booking  Children’s Party  One off Hire  Other  *Please note: The centre no longer accepts adult parties* |
| **Cost**  Hall £  Room £  Kitchen £  Oven/Microwave £  Flipchart stand £  Stand/paper/pen £  **TOTAL £**  ***A refundable cash damage deposit of £25 is payable for all children’s parties and one off hires. To be paid at start of party and returned on completion at Centre manager’s discretion.*** |
| Date/Days Required *eg* **11th February 2017** |
| Time/Times required *eg* **1pm – 5pm** |
| If regular booking required, please state how often  Weekly  Fortnightly  Monthly  Other  If Other please state:  ……………………………………………………… |
| *I have read and accept the terms and conditions set out overleaf and agree to pay the* ***The New Priestwood Community Centre*** *for any losses or damages incurred during this hire period caused by the hire party or organisation.*  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signed by  **………………………………………………………**  ON BEHALF OF THE NEW PRIESTWOOD COMMUNITY ASSOCIATION  Date**…………………………………………………** |
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