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| **Name:****Organisation:** | **Facilities to be hired**Hall Room 1 Room 2Kitchen *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 toiletsYes No  |
| **Address** |
| **Telephone** |
| **Email** |
| **Purpose of Hire**Regular BookingChildren’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 oftenWeekly 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 ASSOCIATIONDate**…………………………………………………** |
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