

## 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 INCLUDE YOUR SET UP AND CLEAR UP TIME**

Room charge (per hour):

Total charge:  
(excluding extras)

**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. I will make known and comply with the **Terms & Conditions of Hire**, a copy of which I have received. I will accept responsibility for those attending during their time at the Centre.

Signature:

Print name:

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.

**A DEPOSIT OF 50% OF THE TOTAL HIRE CHARGE MAY BE REQUIRED TO SECURE YOUR BOOKING**

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