

**PRIVATE HIRE SINGLE BOOKING FORM**

Name (must be attending function)		Address	
Telephone contact		Email	
Purpose (Party, class etc)		Date of Booking/s	
Start time		Finish time (to include clearing up time)	
Access time for set up		Type of Entertainment (Band, Disco etc)	
Catering, e.g. self, external		Use of Kitchen e.g. Storage, Preparation only, (No cooking)	

Maximum capacity 125 to include caterers, Band DJ etc	Numbers expected	
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**NOTES.**

- 1, Bar will always close by 23:00.
- 2, Named hirer will make self known to bar key holder who is responsible for centre.
- 3, All rubbish cleared and basic cleaning to be completed by finish time.
- 4, Noise levels outside building to be kept to a minimum in respect of our neighbours, also rear fire escape doors must be kept shut when any music is playing after 21:00.
- 5, Entertainment must end by 23:30

Hourly rates	Hall and lounge area	Hours booked	Total £	Hall and lounge area + licensed bar	Hours booked	Total £
9am —> Midnight	£25.00			£35.00		
Total						
Members / Friends Discount						
Deposit						
<b>Final payment to be made 2 weeks before booking</b>						

I have checked the above details and read and accept the conditions of hire and agree to abide by them (I am over 18 years of age)

Name	
Signature	
Date	