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W: [halecommunitycentre.org.uk](http://halecommunitycentre.org.uk)

### Keep in touch with us

Please tick the option below to tell us all the ways you would prefer to hear from us:-

By email

By telephone

By mobile (text message)

# Booking Request Form

(please complete and email to [bookings@halecommunitycentre.org.uk](mailto:bookings@halecommunitycentre.org.uk))

## CONTACT DETAILS

Name:

Company/Organisation (if applicable)

Address:

Postcode:

Invoice Address, if different from above:

Postcode:

Purchase Order No. (if applicable):

Telephone No:

Mobile No:

Email:

## BOOKING REQUIREMENTS

Hire Date: From: To:

Time (please allow set-time) From: To:

Is this a Regular Booking YES / NO If YES, for how many times?

Recurring Weekly / Fortnightly / Bi-weekly / Other (specify below)

Room Required (please tick):	Main Hall		Notes:
	Lounge		
	Training Room		
	Consultancy Room		
	Youth Centre*		

Nature of Function

Expected Number of Guests (not to exceed room capacity):

Adults:

Children

For office use only:-

Date Form r'cd

Date deposit r'cd

Date payment r'cd

Date deposit refunded

\*Youth Centre Hire: Any activities using the Youth Centre outside Centre run youth work should have some element of support or offer of activity to the local community. Thank you

If you are making a new Regular Block Booking, you will be asked to pay the first week's hire charge 7 days prior to the start of the booking series. Thereafter you will receive an invoice, in arrears, at the end of each calendar month.

**AGREEMENT TO BOOKING TERMS & CONDITIONS OF HIRE:** I/we confirm I/we have read and agree to abide by the Centre's Booking Terms & Conditions of Hire and understand I/we will be liable to pay for any damages, defects or costs incurred by Hale Community and Youth Centre relating to our booking.

Signed:

Date:

Print Name:

I would like to be added to the Centre's mailing list to receive Newsletters and further information about forthcoming events.

Hale Community and Youth Centre takes the management and security of your personal information seriously and have appropriate controls in place to ensure it remains secure. For more information see the Centre's Privacy Notice dated October 2023.