**Delamere Community Centre**

 **Booking Form Ref:**

**Your details**

Name: Organisation:

Address:

Post code:

Tel:

Mobile:

Email:

**Hire details**

Hire Date/s:

Times:

Purpose of hire: Number attending:

Facilities requested (including bouncy castle/ soft play):

Will you be selling alcohol? Yes / No

If you are selling alcohol, please give the name, address and telephone number of the licensee:

(Proof of the above must be produced in advance, see Conditions of Hire, para 17)

Serving alcohol? Yes / No

Please give details of any insurance cover (see Conditions of Hire, para 9). Please note that the Centre cannot insure you, your function/event/activity or your equipment.

Name of Insurer: Policy No:

Type of Policy: Expiry date:

I hereby apply for the use of the facilities detailed above in accordance with the current scale of charges. I agree to comply with, and be bound by, the Hire terms and conditions and bouncy castle conditions of hire, copies of which have been issued to me. I will ensure that both are properly observed and the appropriate charges are paid on demand. I declare that I am over 21 years of age.

**Signed: Date:**

**Please complete and return this form within 3 days. A deposit of £30 must be paid to secure all bookings.**

Data Protection Act 1998: The information you have provided in this booking form will be treated in strict confidence, kept in a secure environment and only accessed by the appropriate staff. We do not share this information with any other individuals or organisations.

**For office use only**

**Category:** Free: Community hire: Commercial hire:

Children’s party: Christening: Other:

**Paperwork supplied/completed:**

Booking form: Conditions of Hire: Insurance:

Food Hygiene Certs Risk assessment: Alcohol License

Bouncy Castle Terms of Hire

Date entered into diary: Date confirmed:

Total Hire Charge: Deposit received:

Balance received: By: