

Birchmeadow Centre

Booking form



For what is the room(s) being hired.

- ▶ Organisation or Individual(s) _____
 ▶ Contact name(s) _____ ☎ _____
 ▶ Address for invoicing _____
 ▶ Date(s) required _____ Email address _____

Include preparation & take-down time **Continue overleaf.** **Emailed/mailed confirmation wanted -**

Charges are to nearest ½ hour upwards.

Usual latest finish time is midnight.

The Centre will be accessible at least 10 minutes before hire-time, and should be vacated within 5 minutes after hire-time.

This version is temporary, whilst the new cafe & kitchen development is under way. It will be amended when we have established the working and hiring arrangements for the new facilities.

| Room (capacity) | Start & end times | Hours | Current hourly price | Total cost |
|------------------------------|---|-------|---|------------|
| Main hall (160 – 120 seated) | | | Local groups & private hirers £8 Government & Service organisations £10 Commercial & Businesses £15 | £ |
| Adjoining bar | Lounge is in use temporarily | | £7.00 | £ |
| ** Music or stage-lights | No music fee for private parties. | | To cover licences/extra power - £2.00 | £ |
| Youth room (15) | | | £5.00 | £ |
| Office (15) | | | £5.00 | £ |
| Lounge (50) | Temporarily in use as a bar area – not available for hire | | £8.00 | |
| | Number of hours >>> to nearest ½ upwards. | | Amount due >>>> | £ |

- ▶ Events charging for entrance must be primarily by prepaid ticket.
- ▶ If the event is for people between 8 and 18, please provide overleaf the names and addresses of 3 responsible adults (one should be female) who will act as stewards for the function. An adult must be present in the function room(s) at all times.
- ▶ Prices are fixed for twelve months following the date that bookings are accepted.
- ▶ **A damage deposit of £25 (refundable subject to inspection) is payable by cheque, post- dated 1 week before the event.**
(Refundable damage deposits will be destroyed or returned to hirers.)
- ▶ **Hire fees are payable by 28 days prior to the date of the event.**
- ▶ Cash payments may be made - which **MUST** be received by the Birchmeadow representative receiving the payment.
- ▶ Hirers accept responsibility for loss, damage, or injury caused by hirer or by any person attending the event, during the hours of occupation of the hired rooms.
- ▶ Please notify any changes or cancellation in writing, by telephone, or by email to the Booking Secretary.

Signed by or on behalf of the hirer _____

Position in Organisation _____

Date _____

ACTION Diary entry ~ initials ____ Date _____ Online diary ~ initials ____ Date _____
 Confirmed to Hirer if requested AND alerted to any known issues ~ initials ____ Date _____
 Billings Sec ~ Invoice # _____ Date _____ Billing notes _____

Bookings Secretary

www.birchmeadow.org.uk