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 time** **Continue overleaf & tick here - ❑** **Emailed/mailed confirmation wanted - ❑**

Charges are to nearest half hour upwards. Usual latest finish time is midnight.

	Start & end times	Hours	Current hourly price	Total cost
Main hall (with small bar)			£14.00	£
(with no bar)			£7.00	£
** Music or stage-lights	additional hourly charge		£2.00	£
Small bar area (no bar)			£5.00	£
(with bar)			£8.00	£
Youth room			£5.00	£
Office			£5.00	£
	Number of (full) hours >		Amount due >	£

- Prices are fixed for twelve months following the date your booking is confirmed. If the booking was made more than twelve months in advance, and there are more than 120 days still to go, you will be charged the fees current at the time of the event. (You will be informed by the Billings Secretary within five days of any price change that affects your booking.)
- Fund Raising functions must be Ticket Only.
- Maximum 150 people at functions.
- If the event is for people under 18, please provide overleaf the names and addresses of 5 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.
- Chewing gum is prohibited in the building and the Centre's car parks.
- 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 returned to hirers within 30 days.)
- Hire fees are payable by 28 days prior to the date of the event.
- Please make cheques payable to "The Birchmeadow Centre", addressed to The Billing Secretary, Birchmeadow Centre.
- Cash payments can be made to either the Booking or Billing Secretary - ONLY they may receive cash payments.

- Hirer accepts 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.
- Hirer confirms that sufficient preparation time for the function has been included in the hours requested.
- Hirer undertakes to notify any changes or cancellation in writing or by email to the Booking Secretary.

Signed by or on behalf of the hirer _____

Position in Organisation _____ Date _____

ACTION Diary done [if **not** booked by CM, booking card completed] ~ initials _____ Date _____

Confirmed to Hirer if requested AND alerted to any known issues ~ initials _____ Date _____

Billings Sec ~ initials _____ Invoice # _____ Date _____

Online diary ~ initials & date _____ Billing notes & payment information _____

Bookings Secretaries Dave Platt & Peter Tyler

bookings@birchmeadow.org.uk www.birchmeadow.org.uk

01952-882210 (evenings or leave message) or 07880-721388

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