

Birchmeadow Centre

Booking form – ALL regular or repeat hirers and users.



Bookings Secretarys Dave Platt & Peter Tyler

bookings@birchmeadow.org.uk

www.birchmeadow.org.uk

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

► Organisation or Individual(s) _____ Contact name(s) _____ ☎ _____

► Address for invoicing _____ Email address _____

*** **Include preparation time** **Continue overleaf if needed - TICK HERE -** **Emailed/mailed confirmation wanted -** **Charges are nearest ¼ hour upwards.**

This form **must be completed** by all hirers and users, even if they put entries into the diary with the Bookings Secretary to hand.

	Dates	Start & end times	Total hours	
Main hall (no small bar) Hire charge £7 per hour				£
Main hall (with small bar) £14 per hour				£
Small bar area (no bar) £5 per hour (15-20 people)				£
Small bar area (with bar) £8 per hour (15-20 people)				£
Youth room or Office - £5 per hour (YR 20 - Office about 12)				£
Garage space & storage				£
Music/lights surcharge - £2 hourly				
	Total hire cost – based on above figures.			£

When would you like to be billed

- Now (in advance)
 Will pay at time of use
Monthly (thereabouts) after hirings

Cancellations. Note well.

Please notify all cancellations in advance to the Bookings Secretary **as soon as possible.**

Uncancelled non-use will be invoiced at one full hour of the booking.

Signed by or on behalf of the hirer _____ Position in Organisation _____ Date _____

ACTION

Diary done ~ initials _____ Date _____

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

Actioned, Billings Sec ~ initials _____ Date _____

Online diary ~ initials & date _____

Billing notes & payment information _____