

Birchmeadow Centre

Booking form – ALL regular or repeat hirers and users.

Bookings Secretary

bookings@birchmeadow.org.uk

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

www.birchmeadow.org.uk

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

► Address for invoicing _____ Email address _____

Include preparation time. **Charges are to nearest ½ hour upwards.** **Continue overleaf if needed.** **Emailed/mailed confirmation wanted -**

	Dates	Start & end times	Total hours	
Main hall @ £8 per hour				£
Bar additional @ £7 per hour				£
Small bar area (no bar) £5 per hour (12-15 people)				£
Small bar area (with bar) £10 per hour (12-15 people)				£
Youth room or Office - £5 per hour (YR 15 - Office about 12)				£
Lounge (previously bar) - £8				£
Garage space & storage				£
Music/lights surcharge - £2 hourly				£
Total hire cost – based on above figures.				£

When would you like pay

When invoiced

Will pay at time of use

Cancellations.

Please notify the Bookings Secretary of cancellations in advance **as soon as possible.**
07880-721388

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

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 _____

Actioned Billings Sec ~ initials _____ Date _____ notes _____