|  |  |
| --- | --- |
| **Organisation** |  |
| **Contact Name** |  |
| **Address (Inc. Postcode)** |  |
| **Mobile/Home Telephone** |  |  |
| **Email Address (Please Print)** |  |

|  |  |
| --- | --- |
| **WHOLE CENTRE HIRE – OFF PEAK (PRE 17:00 HR)** | **£60 PER HR** |
| **WHOLE CENTRE HIRE – PEAK (17:00 – 22:30HR)** | **£70 PER HR** |
| **REFUSE BINS 1100lt wheelie Bin****1 bin COMPULSORY FOR FOOD/DRINK RELATED EVENTS** | **£30 1st bin** **additional bins £16.50** |
| **CHAIR/TABLE SET / CLEAR** **COMPULSORY FOR AUDIENCE EVENTS** | **£55 PER EVENT** |
| **AFTER 22:30 Staff Travel Charge** | **£27 ( SINGLE PAYMENT PER RELEVANT DAY)** |
| **SECURITY** | **PTBA** |
| **BUMPS** | **PTBA** |

**EVENT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **START DATE** |  | **END DATE** |  |
| **PURPOSE OF EVENT** |  |
| **NO’S ATTENDING** |  | **CAR PARK RESTRICTION** |  |
| **AREAS**  | **STAGE** | **MAIN HALL** | **SMALL HALL** | **LOUNGE** | **KITCHEN** |
| **START TIME** |  |  |  |  |  |
| **END TIME** |  |  |  |  |  |
| **ADDITIONAL CHARGES** |
| **Refuse Collection service** | **No Of Bins** |  |
| **Chair/table set up main hall** | **YES** | **NO** |
| **After 10:00pm staff travel charge** |  |
| **Security (required for licenced adult events )** |  |
| **BUMPS** |  |

ADDITIONAL REQUIREMENTS ( E.G. FRIDGES/TABLES/CHAIRS/ LAYOUT)

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|  |

OFFICE USE ONLY

|  |  |
| --- | --- |
| Let alterations |  |
| Approved by |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | SIGNED FORM RECEIVED | INVOICE NUMBER | DEPOSIT RECEIVED | FULL PAYMENT |
| DATE |  |  |  |  |
| SIGNATURE |  |  |  |