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

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| **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 |  |  |  |