



# HOLYBROOK PARISH COUNCIL

Serving the communities of Beansheaf Farm and Fords Farm

## BEANSHEAF CENTRE - AD HOC BOOKING FORM

Please check with the Parish Office that the date you would like is available: bookings@holybrook-pc.gov.uk or call 0118 9454 339). Please then complete and return this form with the signed Conditions of Hire to bookings@holybrook-pc.gov.uk or by hand to the Parish Office. Deposit is payable on receipt of your invoice. Your booking is not confirmed until the deposit is paid.

Please note that completed bookings forms and related documents are kept and stored securely by the Parish Council for a period of 7 years for accounting and auditing purposes.

|   |  |                    |                     |
|---|--|--------------------|---------------------|
| <b>Name of hirer</b>  |  |                    |                     |
| <b>Address and Postcode</b>   |  |                    |                     |
| <b>Contact Telephone Number</b>   |  | Mobile             |                     |
| <b>Email Address</b>  |  |                    |                     |
| <b>Organisation (if relevant)</b>   |  |                    |                     |
| <b>Position in organisation</b>   |  |                    |                     |
| Invoice address<br>(if different from above)  |  |                    |                     |
| <b>Required hire date(s)</b> <i>(If regular booking please state if termly)</i>   |  |                    |                     |
| <b>Required hire period</b><br>(see terms & conditions):  |  | <b>start time:</b> | <b>Finish time:</b> |
| <b>*Please select the room required as appropriate:</b>   |  |                    |                     |
| <b>Reason for hire:</b>   |  |                    |                     |
| <b>Number of attendees:</b> (this will determine the number of chairs and tables made available).   |  |                    | <u>Attendees</u>    |
| <b>Childrens' tables are also available for use. Please tick to make use of these</b> <input type="checkbox"/>  |  |                    |                     |
| <b>Will hire include a bouncy castle?</b> It is important that we know this information so that the car park height barrier may be removed. <i>Please state Yes or No</i> |  |                    |                     |
| <b>Will the hire involve any activity included in the Premises Licence?</b> <i>Please state Yes or No</i>   |  |                    |                     |
| <b>Will any sub-contractors (e.g. caterers, entertainers) be involved?</b> <i>If yes please give details below:</i>   |  |                    |                     |
| Name of Company   |  |                    |                     |
| Address of Company  |  |                    |                     |
| Contact Name  |  | Phone number       |                     |
| If there is more than one contractor indicate here and add details on separate sheet <input type="checkbox"/>   |  |                    |                     |

**I confirm that I am over 21 and I have read and understood the 'Conditions of Hire' for the Beansheaf Centre and will comply with them.**

I Understand that a deposit is payable before my booking is confirmed

**Signature of hirer (where hirer is an individual):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Authorised Signatory (where hirer is an organisation/Company):** \_\_\_\_\_