



# HOLYBROOK PARISH COUNCIL

Proudly serving the residents of Holybrook since 2000

## BEANSHEAF CENTRE BOOKING FORM: Ad Hoc bookings

Booking 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>		<b>Email Address:</b>	

<b>Organisation (if relevant)</b>			
<b>Position in organisation</b>			
<b>Invoice address</b> (if different from above)			

<b>Required hire date(s):</b>	1)		2)		3)	
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<b>Start time:</b>		<b>Finish time:</b>	
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<b>Room(s) required:</b>	<b>Linear Hall</b>	<b>Beansheaf Room</b>	<b>The Keep</b>
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<b>Reason for hire:</b>			
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<b>Number of attendees:</b>		<b>Children's tables required (approximate age 2 – 5)</b>	<b>Yes / No</b>
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<b>Will hire include a bouncy castle?</b>		<b>Will the hire involve any activity included in the Premises Licence?</b>	<b>Yes / No</b>
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<b>Will any sub-contractors (e.g. caterers, entertainers) be involved? If yes please give details below:</b>			
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<b>Name of Company:</b>		<b>Contact Name:</b>	
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<b>Address of Company:</b>			
		<b>Phone number:</b>	

<b>If there is more than one contractor tick and add details on separate sheet</b>	
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- 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 acknowledge a deposit and the hire costs for use of the Beansheaf Centre are due prior to any booking taking place.

**Signature of hirer (individual):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Authorised Signatory (organisation/Company):** \_\_\_\_\_

**Date:** \_\_\_\_\_