**The Community Hub**

**Mercers Drive**

 **Bradville**

**MK13 7AY**

**Booking Form**

|  |  |
| --- | --- |
| \*Name: |  |
| \*Address: |  |
| \*Bank Details | Name on Account: | Account No: | Sort Code: |
| \*Contact Number: |  |
| \*Email: |  |
| Name of Group/Company (if applicable): |  |
| Company / Charity Number(if applicable): |  |

**Personal Details:** \*Required

|  |  |
| --- | --- |
| \*Date of Hire: |  |
| \*Time: | Start =  | Finish =  |
| **Hirers will be expected to vacate the premises within 15mins of their finish time, otherwise an additional cost may be charged.** |
| \*Reason for event:  |  |
| \*How many people attending: |  |

**Event Details:** \*Required

**Maximum capacity for this venue is 80 people depending on set up.**

**There are tables and chairs set up in the Hub if you wish to have these taken down then please tick the box**

**Please note by signing this document you are agreeing to our terms and conditions.**

Signed: ……………………………………………………. \*Date: ………………………………………..

Print Name ………………………………………………

Office Use Only

|  |  |
| --- | --- |
| Booking Ref (Inv): |  |
| Deposit Received: |  |
| Booking Fee Received: |  |
| Hub Inspected:  |  | Signed: |  |
| Deposit Returned: |  |