**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: |  | | |