

MUSKHAM RURAL COMMUNITY CENTRE

BOOKING FORM

Please complete this form and return it to the Booking Secretary. Casual users must pay a deposit of £20 (£50.00 for large events) to secure the booking which must be included with this form. This will be refunded after Centre has been checked.

The balance of hire monies must be paid on collection of the keys.

Name of Hirer: _____

Name of Organisation (if applicable) _____

Day/Date of Hire: _____ Time (from/to) _____

Purpose of Hire: _____

Requirements:

Large Hall		Full use of kitchen	
Small Hall		Crockery	
Meeting Room		Changing rooms	
Stage - with lights		Field	
Stage – no lights		Football pitches	

Approximate numbers attending _____ Age Group _____

Bar application

Do you require a bar? _____ YES/NO

If you would like the bar run by the Community Centre please tick.
Charge for Licence £25.

Cost of Hire: (to be completed by the Booking Secretary) _____

Declaration to be signed by the Hirer

I, the undersigned, accept the Conditions of Letting and undertake to use the premises with due care and consideration. I will be responsible for any loss or damage incurred.

Name _____ Signed _____

Address _____

_____ Date _____

Telephone _____ Deposit paid _____