

1<sup>st</sup> April 2022

## The Curlew Community Centre

### *Your Community Hub*

Memorial Park, Bridge Road, Sutton Bridge

SPALDING, Lincolnshire, PE12 9SA

Land Line: 01406 351122

Bookings Mobile: 07541 316 163

bookings@thecurlewcentre.co.uk

## 2.1 ROOM BOOKING FORM

DATE OF EVENT:

NAME:

ORGANISATION (if applicable)

ROOM/HALL NAME HIRED.

EVENT DESCRIPTION:

### ADDRESS

Postcode:

TELEPHONE NO (DAYTIME)	EVENINGS
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EMAIL \_\_\_\_\_

### 2.2

FUNCTION From:

To:

Additional set up time to be agreed with Booking Clerk at time of booking.

NUMBER OF PEOPLE ATTENDING

of which \_\_\_\_\_ are under 18's

CATERER DETAILS – To be completed in all cases where food is served

NAME & ADDRESS
Postcode:

TELEPHONE NO	CONTACT NAME
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DO YOU REQUIRE A LICENSED BAR?                      YES / NO

Please state times: From ..... To: .....

**PLEASE NOTE THAT ONLY ALCOHOL PURCHASED FROM THE BAR CAN BE CONSUMED ON THE PREMISES. ID MAY BE REQUIRED.**

**2.3 Declaration**

I confirm that I am not less than 18 years of age and that I have read and understood the Conditions of Hire that are in force at the present time and agree to abide by them.

I accept responsibility for observance of fire and safety regulations in respect of the event and agree to pay, on demand, any charges due in respect of the booking.

I hereby indemnify The Curlew Community Centre, or its agents, against all claims in respect of injury, loss or damage arising from this event.

Signed/completed by the person named at 2.1 above, duly authorised, on behalf of the organisation or Hirer.

A deposit of 25% is required to confirm your booking, the balance being due no later than 4 weeks prior to your event.

I ENCLOSE A DEPOSIT OF £

SIGNATURE OF HIRER .....

DATE.....

Cheques should be made payable to the "The Curlew Community Centre".

A booking without a deposit will **NOT** be a secure booking.

**PLEASE RETURN THIS FORM TOGETHER WITH ANY PAYMENT TO THE ABOVE ADDRESS. A BOOKING IS NOT A BOOKING UNTIL CONFIRMED BY THE BOOKINGS MANAGER AND DEPOSIT HAS BEEN RECEIVED**

**Office Use Only:-**

Deposit Received by:

Date:

Receipt No:

Damage Deposit & Amount Received by:  
(if applicable)

Receipt No: