

# BOOKING FORM



NAME OF ORGANISATION: \_\_\_\_\_

EVENT: \_\_\_\_\_

PERSON RESPONSIBLE FOR HIRE: \_\_\_\_\_

CONTACT No: \_\_\_\_\_

MOBILE No: \_\_\_\_\_

DATE: \_\_\_\_\_

START TIME: \_\_\_\_\_

FINISH TIME: \_\_\_\_\_

## ROOM HIRE COSTS:

1hr

3hr session

Full day

CAFE/DEN AREA

£15.00

£40.00

£80.00

48 people

MEETING ROOM\*

£7.00

£15.00

£30.00

12 people

VIBE CENTRE

£20.00

£50.00

£100.00

60 people

**Please circle as required**

Meeting room can be hired separately where availability allows\*

## ARE YOU PROVIDING REFRESHMENTS?

PERSON RESPONSIBLE FOR FOOD SAFETY: \_\_\_\_\_ Tel No: \_\_\_\_\_

hot food    cold food    hot drinks    cold drinks

*Please refer to the Hirer's Agreement for food safety good practice. All food served is at the hirer's liability.*

## KEY HOLDER DECLARATION:

I have never been convicted or cautioned concerning a sexual offence against children or young people or vulnerable adults.

I have read and understand the Hire Agreement

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## These keys/entry fob/entry code are issued to you under the following conditions:

- 1 You shall not have any copies made from these keys/fob.
- 2 These keys/pass should not be lent to anyone else.
- 3 On completion of your period of hire these keys/pass shall be returned to the bookings manager and not handed over to another person.
- 4 Alarm access code numbers will not be given to anyone else.

**I have accepted the keys and agree to the above conditions of issue.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE ONLY

DEPOSIT RECEIVED

COPY OF PUBLIC LIABILITY INSURANCE

KEYS HANDED OVER TO HIRER

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

DEPOSIT RETURNED (No damage to report)

KEYS RETURNED TO STAFF

Please give details of damage reported:

\_\_\_\_\_  
\_\_\_\_\_