



Hale Community Centre Booking Form

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Farnham
Surrey GU9 0JH

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E: halecommunitycentre@gmail.com
W: halecommunitycentre.org.uk

Keep in touch with us

Please tick the option below to tell us all the ways you would prefer to hear from us:-

By email

By telephone

By mobile (text message)

CONTACT DETAILS

Name:

Company/Organisation (if applicable)

Address:

Postcode:

Invoice Address, if different from above:

Postcode:

Purchase Order No. (if applicable):

Telephone No:

Mobile No:

Email:

BOOKING REQUIREMENTS

Hire Date: From: To:

Time (please allow set-time) From: To:

Is this a Regular Booking YES / NO If YES, for how many times?

Recurring Weekly / Fortnightly / Bi-weekly / Other (as below)

Room Required (please tick):	Main Hall		Notes:
	Training Room		
	Lounge		

Nature of Function

Expected Number of Guests (not to exceed room capacity):

Adults:

Children

For office use only:-

Date Form r'cd

Date deposit r'cd

Date payment r'cd

Date deposit refunded

A £20 security deposit (for private hirers) is required to secure a booking, which will be returned after your event. This can be paid by BACs (**Sort Code: 08 92 99 / Account: 65375602** (Co-operative Bank)) using your name as the reference. The total hire fee is then to be paid at least 7 days in advance of the event.

FIRE REGULATIONS & INFORMATION/RESPONSIBILITIES FOR HIRERS: I/we have read and will fully adhere to para 6 - **Fire Regulations** - and para 7 - **Evacuation Procedure** - of the Terms & Conditions of Hire.

AGREEMENT TO BOOKING CONDITIONS: I/we confirm I/we have read and agree to abide by the attached Terms & Conditions of Hire and understand I/we will be liable to pay for any damages, defects or costs incurred by Hale Community Centre relating to our booking.

Signed:

Date:

Print Name:

I would like to be added to the Centre's mailing list to receive Newsletters and further information about forthcoming events .

Hale Community Centre takes the management and security of your personal information seriously and have appropriate controls in place to ensure it remains secure. For more information see our On-line Booking Privacy Statement.