

## Deepings Community Centre

### BOOKING FORM

Please complete the form below in **BLOCK LETTERS**  
and complete **ALL** sections, even if you have previously used our facilities.

<b>Organisation</b>	
<b>Address</b>	
<b>Post Code</b>	
<b>Name of person making the booking</b>	<b>Telephone Number</b>
<b>Position</b>	
<b>Name of contact on the day</b>	<b>Telephone Number</b>
<b>Room or facility required</b>	
<b>Day(s) / Date(s) required</b>	
<b>Times required</b>	
<b>Equipment required (must be specified on this form)</b>	
<b>Is the use of the kitchen required? YES / NO</b>	
<b>Estimated numbers attending</b>	
<b>Does anyone attending need our assistance with wheel chair access? YES / NO</b>	
<b>Hire Fees</b>	<b>£</b>

I confirm that I have read and understood the terms and conditions of hire of the Deepings Community Centre as specified on the Deepings Community Centre website or printed on the booking forms available at Reception. I have checked the room and equipment, and I am satisfied that the state of both are suitable for our purpose. If for any reason of infirmity or disability you may require help, please say so on the form or let us know in good time, at least 24 hours beforehand. Unless alternative arrangements are made, I understand that fees are payable in full before the room/facilities are used. The Terms and Conditions are those mentioned above, which may have been changed from those that applied to previous bookings.

Signed ..... Date .....

For Office Use only:-

Room Available	Yes / No	Booking received by	
Weekend booking	Yes / No	Entered in diary	Yes / No
Booking form signed	Yes / No	Refer to Trustees	Yes / No
Fees received	Yes / No	Fees agreed by	
Invoice No. ....	Date .....	Entered in invoice file	Yes / No
Acknowledgement	Yes / No	Date Acknowledgement sent	

**Deepings Community Trust Limited**  
**2 Douglas Road, Market Deeping, Lincolnshire, PE6 8PA - 01778 381770**  
**www.deepingscommunitycentre.org.uk**  
**Registered in England & Wales – Number 3975065    Registered Charity No. 1086907**