

BOOKING FORM

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

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

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

OFFICE USE ONLY:-

Fees agreed (Trustee) Equipment noted in Diary? Yes / No By

Payment received? Yes / No Date received Receipt Number