

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.

Organisation	
Address	
Post Code	
Name of person making booking	Telephone Number
Position	
Name of contact on day	Telephone Number
Room or facility required	
Day(s) / Date(s) Required	
Times required	
Equipment required (must be specified on this form)	
Is use of kitchen required? YES / NO	
Estimated numbers attending	
Hire Fees £	including VAT

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. Unless alternative arrangements are made, I understand that fees are payable in full before the room/facilities are used.

Signed **Date**

For Office use only:

<i>Room available</i>	<i>Yes/No</i>	<i>Booking received by</i>	
<i>Weekend Booking</i>	<i>Yes/No</i>	<i>Entered in Diary</i>	<i>Yes/No</i>
<i>Booking Form Signed</i>	<i>Yes/No</i>	<i>Refer to Trustees</i>	<i>Yes/No</i>
<i>Fees Received</i>	<i>Yes/No</i>	<i>Fees agreed by</i>	
<i>Invoice Number</i>	<i>Date</i>	<i>Entered in Invoice file</i>	<i>Yes/No</i>
<i>Acknowledgement</i>	<i>Yes/No</i>	<i>Date sent</i>	