

HENLEY COMMUNITY CENTRE CHARITY

Charity No.1067812

Church Meadows, Henley, Ipswich, Suffolk, IP6 0QX

<u>Hirer's Detail</u>	<u>Booking Details</u>
Name of Hirer: _____	<u>Date of Hire:</u> / / 2009
Address: _____ _____	Day of week: _____
_____	Purpose of Hire: _____
_____	Numbers Attending: _____
Post Code: _____	Your Reference: _____
Organisation (if applicable): _____	Private / Public Event *
Telephone No: _____	Outside Caterer: Yes / No *
Email Address: _____	Caterer's Name: _____
	<i>(*Please delete as appropriate)</i>

Facilities Hired	Start Time	End Time	Hours	Rate	Total Charge
Main Hall				£	£
Boughton Room				£	£
Lounge				£	£
Bar Facilities					
Changing Rooms					
Kitchen Facilities <i>(Delete as necessary)</i> Cooker Hob / Grill / Oven / Hot cupboards / Dishwasher.				£	£
Corkage charge per person when the hirer is bringing own wine. <i>(See the hiring agreement concerning alcoholic drinks)</i>				£ 1.00	£
Total Cost of Hire					£
Less: Booking Deposit <i>(10% of total or £5 whichever is greatest)</i>					£
Balance <i>(Payable at least 7 days before event)</i>					£

YOUR PROVISIONAL BOOKING MAY BE CANCELLED UNLESS THIS FORM AND A 10% DEPOSIT IS RETURNED TO THE BOOKING OFFICER WITHIN 4 WEEKS OF YOUR APPLICATION.

Declaration

I, the HIRER agree to the HIRING detailed above, I have read and agree to abide by the REGULATIONS AND CONDITIONS OF HIRE sent with this form.

Signed

Date

Name (Printed).....

The trustees reserve the right to increase charges in the event of presently unforeseen increases in overheads (e.g. fuel, power or insurance). BF2.0 2009

Website: <http://www.henleycommunitycentre.org.uk>

Email: enquires@henleycommunitycentre.org.uk

Answer phone: 01473 833226

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For your event to run smoothly, it is important that we understand when key activities are planned. It is particularly important that we know when people will be arriving / departing, so we can ensure that the Community Centre is opened and closed. Some of the entries in the table below may be relevant for your event. At this stage you may not know the times, but at some stage, we will need to be made aware of the relevant times.

Activity	Start	End	HCC use
Pre-Event Setting Up			
Caterers Arrive			
Band / Disco Arrive			
Guests Arrive			
Meals Served			
Post-Event Clean Up			

Will you be ordering wine ?

At the time of writing, the bar stocks the Jean des Vignes of French wines, supplied by Adnams, and these are sold at £7.50 per bottle. If you are undecided about ordering wines, please remember that orders will need to be placed at least a month before your booking. If you want to order wine please use the form below and estimate the number of bottles you will require. Payment will be to HCC Bar and can be made on the day just for those bottles that have been opened.

Wine	Bottles	Price	Total
Jean des Vignes : White Dry			
Jean des Vignes : White Medium			
Jean des Vignes : Red			
TOTAL			

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