

Newcastle Community Centre

Booking Form - Event without bar licence

Name of Applicant:

Organisation:

Type of Function

Date Required:

Name of person attending function taking overall responsibility:

Approximate number of people expected to attend:

Facilities Required:

Lounge:

Main Hall:

Stage:

Small Kitchen

Catering Kitchen*:

*£10 Supplement

Time you require the main door opened:

Time you will vacate the premises:

Will you or a caterer require access for preparatory work?:

Please call Brenda (01588 640565) to arrange.

Please note, the hirer is responsible for the premises hired during preparation, duration and clearing up times.

Hiring Fee: £:

Deposit: £

Balance payable on or before 28 days of invoice. Cheques payable to Newcastle Community Centre. or by Bank Transfer - Sort Code 30 98 97 Account 84554863

I have been given a copy of the Conditions of Hire, I confirm that I am over 18 years of age and agree to abide by these conditions. This is a legally binding document.

Signed

Print Name:

Address:

Telephone:

E-Mail

Date:

Please return both forms and the deposit to:

Mrs Brenda Lewis, Booking Secretary, Millfield, Newcastle, Craven Arms SY7 8QN or by email to booking@newcastlecommunitycentre.co.uk

Booking Confirmed:

Date: