

Newcastle Community Centre

Booking Form - Event with Bar

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:

Bar:

Catering Kitchen*:

*£10 Supplement

Time you require the main door opened:

Time you will vacate the premises (not later than 1:30am. Music must cease at 1:00am):

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

Entertainment

Please note the need to control noise and arrangements for entertainment at Part 7

Stewards

Requirements are as follow:

1. For public (pay at the door) events, one professional / agency steward for every 25 people.
2. For private parties and all ticketed events, four stewards are required.
3. Please provide the names of your stewards on the Bar Booking Form.

Bar Requirements

Please download the Bar Booking Form

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:

Email:

Date:

Please return this form along with the Bar Booking Form along with the deposit (or confirmation of bank transfer) to:

Mrs Brenda Lewis, Booking Secretary, Millfield, Newcastle, Craven Arms SY7 8QN

or by email to
booking@newcastlecommunitycentre.co.uk

Booking Confirmed:

Date: