

Swaythling Neighbourhood Centre Room Hire Booking Form

If you would like to view the rooms or building please arrange a visit

1. Name of organisation or group on behalf of which this application is made:

.....

Name of person who will be responsible for the room hire and the conditions of the let:
(Please note: no person under the age of 18 years can book the centre).

.....

Address:

.....postcode:.....

Tel:..... Mobile:

Email:..... Fax:.....

2. Which rooms are required? Please tick

Main Hall (holds 120 people) £27.50 per hour

Room 4 (holds 30-40 people) £18.00 per hour

Kitchen £15.00 per hour (includes small seating area, 6-8people)

All bookings will require a £15.00 non-returnable deposit

And

a £50.00 returnable 'Damages Deposit' - for further details see the 'terms and conditions'

Dates required	Times required	
	To	From

The Centre must be vacated by 11.00pm

3. Purpose for which the premises are required:.....

.....

4. Numbers expected to be admitted:

5. Is this event for: Adults Children Both

Where appropriate the hirer should have clear safeguarding children and vulnerable adults, and child protection policies in place which comply with Government Guidance.

Please continue over page

6. Will there be catering for this event: Yes No

Who will provide the catering:.....

If using an outside catering company please provide a copy of their Food Hygiene Certificate

Swaythling Neighbourhood Centre may be able to provide catering for your event, please enquire for more details.

7. Will there be alcohol at this event: Yes No

Alcohol is NOT to be sold on the premises

8. Does the function involve opera, pantomime, stage plays, dancing, singing or any other sort of public entertainment, if so please give details:

.....

9. Is any special equipment required:

- Flipchart stand
- Tables or chairs rearranged
- Hearing Loop
- Disabled Parking
- Space reserved for wheelchairs

Other:

Declaration

I have read and fully understood the 'terms and conditions' of hire and the Health and Safety rules and regulations of the Centre. I therefore take responsibility for all that apply to my event.

I have enclosed payment of deposit full payment

Signed:..... Print name:.....

Date

For Office Use:	Booking Accepted by.....
Deposit paid £.....	Amount Due £.....
To be invoice for £.....	On date:.....
Payment Received:.....	
Damages Deposit £.....	Further Action Required Yes <input type="checkbox"/> No <input type="checkbox"/>
Damages Deposit Returned On Date:	Booking Complete Yes <input type="checkbox"/> No <input type="checkbox"/>

Please Return this form to
Swaythling Neighbourhood Centre, Hampton Park Way (off Broadlands Road), Swaythling,
Southampton, SO17 3AT. Tel: 023 8067 2230