



# Carterton Community Centre Booking Form

Name: ..... Organisation: .....

Address: .....

..... Postcode: .....

Telephone No: ..... Email: .....

Date of Event: ..... Event Description: .....

Minimum Booking is two hours. Please also allow sufficient time for setting up/clearing away.

Room For Hire:	Time From:	Time To:	Cost:
Main Hall			
Stage Room			
Small Hall			
Meeting Rooms 1 and 2			
Interview Room 3			
Kitchen			
	Total Cost:		
	(-)Less 20% Holding Deposit:		
	Subtotal:		
	(+ )Plus Damage Deposit		
	Balance Due:		

Please sign here if your organisation has its own Public Liability Insurance.....

Please provide details of expected number of guests/attendees, number of tables/chairs required:

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Hirer Declaration:

I have read the Terms & Conditions governing the use and hiring of the Community Centre and hereby agree to be bound by such conditions.

Applicants Signature: ..... Date: .....