

# BOLTON LE SANDS Village Hall / Community Centre

Registered Charity 700264

## Hire of centre "One Off" Enquiry booking form

Please use this form to apply for a single (one-off) event such as a birthday party, wedding reception, presentation, etc. If you would like to book the community centre on a regular basis for example, you'll be running a social event once a week, then please use "Regular bookings" form

Full name of hirer.....

Your organisation (if applicable).....

Your contact phone number.....

Your email address.....

Your address.....

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What is your event?.....

Date of event .....

Start time.....End time.....

Accommodation Required (delete as appropriate)

Main hall Y/N.....Meeting room 1 ..Y/N. . Kitchen Y/N

Is this a commercial hire ? Y/N

**IMPORTANT - THE SELLING OF ALCOHOL** The selling of alcohol on the premises is permitted .Full details in our terms and conditions.

If there's anything else you want to tell us about your booking, please feel free to do so here.

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GDPR Statement;The information that you have submitted is sent to the management team of the centre. It is also sent to the website administrator for back-up.Information is stored by the Bolton le Sands Community Centre in compliance with GDPR regulations.No information is published or shared with third-party organisations or individuals and is only used to process your booking.

I have read and agree to your Terms & Conditions (Appendix 1)

Signed.....date.....

Returning this form by email accepts our T&C

A booking confirmation detailing cost of hire etc will be sent ASAP

IN THE EVENT OF AN EVACUATION OF BOLTON LE SANDS SCHOOL THE CENTRE WILL BE USED AS A PLACE OF SAFETY THIS WILL OVERRIDE ANY BOOKINGS EXCEPT THOSE MADE BY LOCAL AUTHORITY FOR STATUTORY PURPOSES

## Hire of centre "One Off" Confirmation form

The above booking (Reference is date of event.....)is confirmed subject to receipt of;

A non returnable booking fee of £10.00,

A returnable cleaning deposit of £.....

A returnable key deposit of £....., being received

Please supply your bank account name ,sort code and account number for deposits to be returned as necessary.

Account name.....

Sort code.....Account number.....

Total of deposits required above £.....

The hire fee for the event is..£.....

Total to be paid £.....Into Bolton le Sands Village Hall account

Sort Code 23-05-80 Account No. 39694352 at least 7 days before the Event ! quoting the booking reference above.

Note the centre telephone number and email account are monitored weekdays Mon –Fri 10am -4pm  
We are all volunteers!