

**OLD SARUM COMMUNITY CENTRE - BOOKING FORM**

Use of Facility for	
Applicant	
Address	
Telephone	
E-mail	

**Room Requirements** *(please indicate by circling your venue choice)*  
**Main Hall 80-100: Small Hall A up to 30: Small Hall B up to 30 (after 3.30 pm): Whole building**

Booking Date/s	
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Start Time: Opening Time:		Finish Time: Closing Time:	
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**Approximate Number of People Expected:**

**Tables & Chairs:**

Use of Kitchen:	Yes/No
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Community Cost: per hour	Number of hours required:	x = Hire Charge: £
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Commercial Cost: per hour	Number of hours required:	x = Hire Charge: £
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Deposit:	£50 returnable, to cover damages/cleaning costs	Total Cost (including deposit) = £
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**Room Availability**    **Monday to Saturday: 8am to 11pm**    **Sundays & Bank Holidays: 8am to 10pm**

Please make cheques payable to: 'Old Sarum Community Centre'  
Pheasant Drive, Old Sarum, Salisbury, SP4 6GH  
**DEPOSIT ATTACHED £**  
Date  
**DEPOSIT/CASH RECEIVED £**  
Date

- *Bookings cannot be taken without a completed Booking Form as confirmation and a cheque payable to 'Old Sarum Community Centre'*
- *A charge of 50% of the hire charge will be made for cancellations made with less than 24 hours notice.*
- *I declare that I have read and understood all the attached conditions of hire and agree that they shall form part of the terms of this agreement.*
- *I declare that the information I have given in this agreement is correct to the best of my knowledge and I acknowledge that any misstatement or misrepresentation will invalidate the agreement.*
- *The Management Group agrees to permit the hirer named above to use the premises on the dates detailed, on the understanding that all the conditions are adhered to at all times.*

**NAME** ..... **SIGNATURE** ..... **DATE** .....