

**ALTON MANOR COMMUNITY CENTRE
HOME OF 1ST ALTON MANOR SCOUT GROUP**

BOOKING FORM

Please complete the form in block capitals

Hirer (Name).....

Business Name (If applicable).....

Address.....

..... Post Code.....

Telephone Number..... Mobile.....

Email address.....

Booking Details

Please make sure you read the conditions of hire and sign below.

Date(s) of booking.....

Number of rooms required.....

Time required from..... to.....

Number of persons attending.....

Hire cost and payment

Community use

Per room: For the first 2 hours, a charge of £10, then a charge of £5 per hour thereafter.

Single Business Use

Per room: For the first 2 hours, a charge of £20, then a charge of £10 per hour thereafter.

Private function Use:- £25 for the first 3 hours per room, then £5 per hour thereafter.

Commercial Business Use

To be negotiated

The whole or 50% of the hire cost is required as a deposit in advance. See payment form

Declaration

I declare that the information provided above is accurate and that I agree to be bound by the terms and conditions of hire.

Signed.....Date.....