

REGULAR USER BOOKING FORM

Hirer/group name.....

Is your group a registered charity? Yes/No Charity Number

Address Invoice to

.....

Postcode Postcode

Tel No Tel No

Course Name

Start Date Start Time.....

Finish Date Finish Time

Room/s required @ £ per hour

..... @ £ per hour

PAYMENT TERMS

Invoices will be sent out at the beginning of the month following the use of the Centre.

Payment should be made within 7 days of date of invoice to:

Directly to our bank account stating your
invoice reference number to;
Sort Code 52-30-21
Account Number 00562270

or to

The Secretary
Long Buckby Community Centre
41 Station Road, Long Buckby,
Northamptonshire NN6 7QB

PLEASE RESPECT

- our neighbours and other Centre users by parking responsibly
- our neighbours at all times keeping noise to a minimum when arriving and leaving the Centre
- other users of the Centre
- Centre staff and volunteers who run the Centre
- limited community finances by reducing our energy footprint - ensuring heating and lighting is kept to a minimum.
- in sharing our facilities with others, leaving kitchens and toilets clean and tidy and removing rubbish
- the environment by recycling wherever possible.

Declaration by Hirer

I have read and agree to observe the Conditions of Letting. I will comply with the Fire Safety Regulations as displayed on the premises.

Please note that users must give 7 days notice of cancellation of any sessions, otherwise they will be charged as usual.

Your signature Date

PLEASE NOTE: An entry system key fob can be collected at an arranged time from 5 Parkfield Road, for entry on the day/dates and times above. The key fob must be returned when the booking ends. Loss of key fob incurs a charge of £5.00 - added to your next invoice. Contact Christine Culbert on 01327 844753 for a replacement in time for your next meeting.

PLEASE SIGN BOTH COPIES AND RETURN ONE TO; - THE SECRETARY, LONG BUCKBY COMMUNITY CENTRE, 5 PARKFIELD ROAD, LONG BUCKBY, NN6 7QJ