USE THIS FORM FOR BOOKINGS FROM 1 APR 2023

LONG BUCKBY COMMUNITY CENTRE

41 Station Road, Long Buckby, Northampton. NN6 7QB
Registered Charity No.271609 Tel. Enquiries: (01327) 844753
Website: www.longbuckbycc.org.uk E-mail : longbuckbycc@yahoo.co.uk

OCCASIONAL DAYTIME USE BOOKING FORM – DEPOSIT £100

Hirer/group name .....
Type of function .....
Approx. attendance number .....
Date required .....from..... until .....

Your Address .....
.....Postcode.....
Tel No .....
Email .....
If a Registered Charity - Number .....

Room/s required (please tick)

☐ Main Hall &	@ £17.50 per hour for	hours before 6pm	=£ .....
Or {			
☐ Upper Hall	@ £23.00 per hour for	hours after 6pm	=£ .....
☐ Kitchen	@ £34.50 per letting		=£ .....
☐ Kitchen	@ £ 6.00for minimal use per letting		=£ .....
☐ Jubilee	@ £ 11.50 per hour for ..... hours		=£ .....
☐ Bar	@ £ 34.50per letting		=£ .....
☐ Bar	@ £ 11.00 without Jubilee room		=£ .....
☐ Hobro	@ £ 14.00per hour for ..... hours		=£ .....
☐ Castle	@ £10.00per hour for ..... hours		=£ .....

Licensed bar: Yes / No * TOTAL COST =£ .....

The Trustee of the Centre expect all hirers and vistors to

RESPECT

- *our neighbours and other Centre users by parking responsibly*
- *our neighbours at all times keeping noise to a minimum*
- *other users of the Centre*
- *Centre staff and volunteers who run the Centre*
- *limited community finances by ensuring heating and lighting is kept to aminimum.*
- *in sharing our facilities with others, leaving them clean & tidy*
- *the environment by recycling*

*Name of designated responsible adult (see guidance on website) .....

Name of entertainment / caterers .....

A refundable ** deposit of £100.00 is required by ..... to confirm this booking.

Preferred payment is by direct bank transfer

Please include the date of the booking as the reference

Long Buckby Community Centre
Sort Code 52-30-21
Account No. 00562270

Cheques should be made payable to
"LONG BUCKBY COMMUNITY CENTRE"

Full payment must be received by .....
Failure to do so will result in the booking being cancelled.
DO NOT deduct deposit amount from full payment - this will be returned separately.

**Please see Conditions of Letting on website or request a printed copy

DECLARATION

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

Your signature ..... Date .....

PLEASE NOTE: The door entry key token should be collected from and returned to: 5 Parkfield Road, Long Buckby, NN6 7QJ (Please ring to arrange a pick up time). PLEASE SIGN BOTH TWO COPIES OF THIS BOOKING FORM, KEEP ONE FOR YOUR RECORDS AND RETURN ONE TOGETHER WITH PAYMENT/PAYMENT DETAILS TO MRS CHRISTINE GULBERT AT 5 PARKFIELD ROAD, LONG BUCKBY NN6 7QJ.