

## WATCHET COMMUNITY CENTRE HIRE AGREEMENT - REGULAR BOOKING

<b>Name</b>	
<b>Organisation Name</b>	
<b>Address</b>	
<b>Contact Details</b>	<b>Home Phone:</b> _____ <b>Mobile Phone:</b> _____ <b>Email Address:</b> _____ <b>Invoices to be sent via email</b> <input type="checkbox"/> <b>or by post</b> <input type="checkbox"/> ? (please tick)
<b>Emergency Contact Details</b>	<b>Name:</b> _____ <b>Email Address:</b> _____ <b>Phone 1:</b> _____ <b>Phone 2:</b> _____ <b>Relation to you:</b> _____
<b>Booking Details</b>	<b>What Is The Booking?</b>  <b>Start Time:</b> _____ <b>End Time:</b> _____ <small>(Times to include setting up and packing down)</small>  <b>Commencement Date:</b> _____  <b>Occurrence:</b> _____ <small>(e.g. weekly, 2<sup>nd</sup> &amp; 3<sup>rd</sup> week or once a month etc.)</small>  <b>Is the Group:</b> <input type="checkbox"/> <b>Term Time Only</b> or <input type="checkbox"/> <b>All Year Round</b> <small>Please Circle</small>  <b>Number of Attendees:</b> _____ <b>Will You Require Heating?</b> _____ <small>Charged @ £1.00 per hour (seasonal March-September)</small>
<b>Do you accept the Conditions of Hire?</b>	
<b>Hirer (print):</b> _____ <b>Signed:</b> _____ <b>Date:</b> _____	<b>Committee Clerk (print):</b> HARRIET GIBBARD <b>Signed:</b> _____ <b>Date:</b> _____
<b>FOR OFFICE USE</b>	
<b>Keys Deposit &amp; Receipt:</b>	<b>Keys Returned:</b>
<b>NOTES:</b>	