

WATCHET COMMUNITY CENTRE HIRE AGREEMENT - CASUAL BOOKING

Name			
Address			
Contact Details	Phone 1:	Phone 2:	Email Address:
	Invoice to be sent via email <input type="checkbox"/> or by post <input type="checkbox"/> ? (please tick)		
Emergency Contact Details	Name:	Email Address:	
	Phone 1:	Phone 2:	
	Relation to you:		
Event Details	What Is The Event?		
	Date:	Time:	(to include setting up and packing down time)
How Many Attendees?	Will You Require Heating? Charged @ £1.00 per hour		
Do you accept the Conditions of Hire?			
Hirer (print):	Committee Clerk (print): HARRIET GIBBARD		
Signed:	Signed:		
Date:	Date:		
FOR OFFICE USE			
Invoice & Confirmation letter			
Open/Close: ES? WHO? Conf Sent?			
Keys Deposit & Receipt			
NOTES:			