

CHALKHILL COMMUNITY CENTRE
 113 Chalkhill Road, Wembley, Middx, HA9 9FX
 Tel; 020 8385 1836
 Email: centre.coordinator@chalkhillcommunitycentre.org
 Website: www.chalkhillcentre.org



Chalkhill Community Centre Booking Form

Opening Hours: The Community Centre is available to hire 9.30am-11.00pm

Application for Room Hire

- All requests for bookings for venue hire must be made in writing using the attached application form.
 - Booking are only confirmed after full payment of hall hire and Signed Hire Policy has been received.
- The hirer undertakes to comply with the Hire Policy and Cleaning Requirements,
- A refundable deposit is required to hold the booking request until the hire fee is paid in full.
 - The deposit will be refunded post hire provided the conditions of hire are met.
 - Events hire fee must be paid at least 4 weeks in advance of the requested date. Regular bookings will be invoiced monthly.
 - The hours of hire must include any setting up and clearing away time you may require.
 - Hirers must arrive and leave promptly within the times agreed on the application form.
 - Hirers must refer to the full **Hire Policy** for further details on booking and hire conditions.
 - Deposits to be paid in cash only. Hall Hire to be paid at least 2 weeks prior to event date.
 - The deposit will not be returned if, there are damages, if the Centre has not been cleaned properly, or if the rubbish has not been put in the correct bins.

All deposits are returned on either by cheque.

APPLICANT DETAILS		
Name of Hirer:		
Name of Organisation: (if applicable)		
Address:		
Contacts:	Home Tel: Mobile: Email:	
BOOKING DETAILS		
Type of Function:	Regular <input type="checkbox"/> Casual <input type="checkbox"/> Special Function <input type="checkbox"/>	
Date/s Requested: (Regular Hire – max. 10 bookings)	No. of people attending:	
Time/s Requested:	Start*: Finish*: <small>*All times must include allowance for setting up & clearing away</small>	
Space/s Requested: (Please tick)	<input type="checkbox"/> Vernon (Large Hall)	<input type="checkbox"/> Aston (Small Hall)
	<input type="checkbox"/> Allan Room 1	<input type="checkbox"/> Allan Room 2
	<input type="checkbox"/> Powell Room 1	<input type="checkbox"/> Powell Room 2
Numbers of Chairs/Tables required		
Additional Equipment: (can only be used with prior Permission)		

For EVENT HIRE ONLY Please answer the following questions:

Will alcohol be sold on the night Yes No _____

Will food be sold on the night? Yes No _____

Will there be music? Yes No _____

Is event open to the public? Yes No _____

Will a fee be charged? Yes No _____

Will hired space be decorated? Yes No _____

Any other relevant details, please specify: _____

I agree with all of the conditions outlined in Community Centre Conditions of Hire			
Hirer Signature:		Date:	/ /
Staff Signature:		Date:	/ /

OFFICE USE

DEPOSIT FEE				
Deposit Received:	£	Receipt No:		Date: / /
Deposit Returned*	£	Receipt No.		Date: / /
Hirer Signature: (upon return)				Date: / /
Staff Signature: (upon return)				Date: / /
*If deposit retained partially or fully- state reasons as confirmed by caretaker:	<ul style="list-style-type: none"> • • • 			
Caretaker Signature:				Date: / /
HIRE FEE				