



LUOS Community Hub Booking form (Private hire)

Before filling this in, please see and **sign our booking conditions.**

CONTACT DETAILS

Name:

E-Mail:

Telephone No.

Address:

Day, Date and Time _____

This must include clearing up time. However, you can arrive ½ an hour earlier to set up for your event and you will not be charged for the setting up time.

Purpose of Hire: _____

No. of Adults attending: _____ **No. of children attending:** _____

Catering Required NO YES If yes, please provide more info: -

Which Areas would you like to book? (Please see map attached below)

- The Café Room (approximately 50 people) The Green House (approximately 40 People)
 Garden Area 1 (approximately 200 people) Garden Area 2 (approximately 200 people)
 Outdoor Fire & Grill Stage **See Extras**

The Stage and Outdoor Fire & Grill area are separate costs, but will be negotiated depending on volume and type of use, weather condition and seasons.

Extras

Bouncy Castle

If you would like to have a **bouncy castle** you will also have to hire Garden Area 2 and extra fencing will have to be put up for safety reasons. The company we recommend you use is Russell Up Events

(<https://www.russellupevents.co.uk/>) **who you will need to contact and book with them yourself** (Please tell them the age group and number of children, including our address: Living Under One Sun Community Hub, inside Down Lane Park, Park View Road, Tottenham N17 9EX)

Fencing of the outside space - £30

Sports equipment: table tennis, tennis rackets, footballs, large floor chess are separate costs and will be negotiated depending on volume of use and type of use.

Music System (this can be connected to your phone, I-pad or laptop)-£10 if available on the day

Projector - £10

Laptop - £10

Children's toy selection & games - £15

Flip chart and pens - £3

Parking:

There is no free parking around the park before 6.30 pm - but please let us know if you need vehicle access



Do you need vehicle access? YES NO

Any other details/requests/information:





Payment:

For payment please follow the instructions on the invoice we will e-mail you.

You can pay the deposit/ for the event by cash, card, cheque or bank transfer.

Your deposit will be returned to you a week after the event in the way it was originally made except by cards.

If you paid your deposit via bank transfer, please enter your bank details.

Name: _____ Sort code: _____ Account number: _____

I have read and understood the booking conditions overleaf and agree to pay the deposit as soon as I receive the invoice to secure the booking and the full hire fee 14 days prior to the date of the event

Signature of Hirer: _____

Date: _____