

# Higham Ferrers Town Council

## Sports Pavilion

Tel: (01933) 312075 E-mail: info@highamferrers-tc.gov.uk

### **BOOKING FORM**

<b>Organisation/Group/Company:</b>		
Contact Name:		
Address:	Tel No:	
	Fax No:	
	Mobile No:	
Post Code:	Email:	
<b>Details of who is responsible to invoice, if different from above:</b>		
Contact Name:		
Address:	Tel No:	
	Fax No:	
	Mobile No:	
Post Code:	Email:	
<b>Date(s) required for booking: (Please use attached sheet for block bookings)</b>		
<b>Start and finishing times of booking:</b> (Please indicate if am or pm and please allow for setting up and clearing away)		
Start:	Finish:	
<b>Approximate number of people attending:</b>		
<b>How many chairs / tables required:</b>	Chairs	Tables
<b>Please tick relevant category of hire: (Please refer to page 5)</b>		
Commercial <input type="checkbox"/>	Community <input type="checkbox"/>	Charity <input type="checkbox"/>
Under 13s Party <input type="checkbox"/>	Private Function/Party <input type="checkbox"/>	
Please tick if any of the following will be involved:		
Music <input type="checkbox"/>	Dancing <input type="checkbox"/>	Alcohol <input type="checkbox"/>
<b>Please advise if at your event you are to:</b>		
Sell Alcohol <input type="checkbox"/>	Provide Alcohol Free of Charge (Please refer to page 2) <input type="checkbox"/>	
<b>Please be reminded that £50 deposit will be required at time of booking. This may be waived for Community Groups.</b>		
<b>*The Hirer will be allowed half an hour either side of their booking for setting up and tidying away. The Hirer is responsible for the setting out of any furniture and for returning after use to the position in which it was found. All refuse should be bagged up and disposed of by the Hirer.</b>		
I have read and understood the terms and conditions listed and I will be the person responsible for the hiring.		
Signed		Print Name
Date		

**Additional Dates and Information:**

For office Use Only:

Actioned By:    Date:    ..    Diarised: Duplicated: Confirmed: Invoiced: