

Regular Booking Form

The Village Centre, Victoria Street, Englefield Green, Surrey TW20 0QX
linda@villagecentre.org.uk

Contact details

Name:
Address:
Postcode:
Telephone Number:
Mobile:
E-mail address:

Organisation Details

Organisation name
Type of Organisation (please select)
 Community Group Private Individual
 Commercial Group Christian Organisation

Function details

Purpose of Function:
.....
Estimated Number of People Expected.....

Regular Bookings and Times

Commencing [insert date] until notice of one month received in writing

Day of week (1)..... From To.....
Day of week (2)..... From To.....
Day of week (3)..... From To.....

I wish/do not wish bookings to continue through school holidays (please delete)

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Rooms Required

- Large Hall (rear) Small Meeting Room Use of kitchen
- Community Cafe

Equipment Required

- Tables Quantity
- Chairs Quantity
- Other equipment

Cost

Agreed hourly rate of £.....will be charged. An invoice will be raised for the appropriate amount at the start of the every term, and full payment is required by the date specified on the invoice. Please make cheques payable to St. Jude's United Church

Keyholder

Should you have any problems entering the building please contact Linda Ashford on 07548371982 or in an emergency Brian on 01784 437464

Declaration

I wish to book The Village Centre as outlined above. I have received and read a copy of the Conditions of Hire and the guidance notes and agree to adhere to them. I understand that additional charges may be levied if I fail to do so.

I undertake to send payment for any relevant invoiced fee as specified above.

Signed..... Date

A deposit of £50 per booking is required. This will be returned to the hirer in full unless a cleaning or breakage charge needs to be applied in which case the said charge will deducted from the deposit.