



Broadway Youth & Community Centre Booking Form

Name of Hirer & Organisation (if applicable)	
Address (inc. email address)	
Contact Telephone number (s)	
Date(s) required	
Hours required (start/finish time) (Note: there is a 30 minute gap between bookings, each Hirer has 15 minutes setting up/preparation time prior to start of session & 15 minutes for packing up at end of session)	
Hire cost per hour agreed: Total hire charge for session:	
Purpose of Hire	
Any additional requirements	



Broadway Youth & Community Centre

I understand and agree to the retention of my name and contact details by the Broadway Youth & Community Centre, which will be used solely to make contact regarding the hire of the facility, by either email, telephone, text or post. I further understand Broadway Youth and Community Centre will not share any information provided with third parties.

I confirm that I have read, understood & received a copy of the Centre's Terms and Conditions and will fully abide:

Signature.....

Date

Please note the hirer should ensure payment is made within seven days of the date the booking form is completed (unless otherwise agreed with the Centre's Administrator) by either:

BACS payments (preferred option) to:

Sort Code: 30-93-11

Account number: 01487005

Please use name and date of booking and note BY&CC as reference

Cheque payments:

Please make cheque payable to: Broadway Parish Council