



Application for Hire of Maude Community Centre

Applicant details

Organisation _____

Name _____

Address _____

Email _____

Telephone _____

Have you booked with us before? **Y/N**

Name/Address to send invoice to: (if different from above)

Name _____

Address _____

Email _____

Facility Required:

- ☐ Maude Hall ☐ Kitchen/Bar ☐ Imbert Room





Application for Hire of Maude Community Centre

Event

Date(s) of Booking(s) _____

Time (please allow for setting up and clearing away)

From: _____ To: _____

Type of Event _____

Estimated numbers attending

Hourly Charge: _____

Will there be live music? **Y/N**

Number of Tables Required:

Number of Chairs Required:

Is alcohol going to be served? **Y/N**

Is alcohol going to be on sale? **Y/N**

AN EXCESS CLEANING/DAMAGE DEPOSIT OF £150.00 (payable with Hire Fee) IS REQUIRED FOR PRIVATE FUNCTIONS, TABLE SALES OR SIMILAR, REFUNDABLE SUBJECT TO CARETAKER'S SATISFACTORY REPORT.

Excess cleaning/damage deposit

£ _____ Date Paid: _____

Note: PROVISIONAL BOOKINGS NEED TO BE CONFIRMED BY PAYMENT OF 50% OF HIRE FEE, WITHIN TWO WEEKS OF SUBMITTING THE BOOKING REQUEST. FULL PAYMENT OF THE HIRE FEE (INCLUDING PAYMENT OF REFUNDABLE EXCESS CLEANING/DAMAGE DEPOSIT) MUST BE MADE IN FULL AT LEAST 28 DAYS PRIOR TO THE EVENT.

I acknowledge receipt of the Conditions of Hire sent with this form. I accept such conditions in full and agree that any hiring resulting from this application shall be subject to such conditions.

Date _____ Signature _____

