HAYLE TOWN COUNCIL

#  Community Centre Booking Form

### 58 Queensway, Hayle, TR27 4NX

Please fill in the form below to ensure your booking requirements are met. All bookings are provisional until this form has been received by the town council.

|  |  |
| --- | --- |
| **Name of your Organisation:** |  |
| **Contact within Organisation:** |  |
| **Correspondence Address:** |  |
| **Invoice Details and Invoice Address, if different from above:** |  |
| **Purchase Order No.** |  |
| **Telephone number:** |  |
| **Room Required:** |  |
| **Start date & time of booking required:** |  |
| **End date & time of booking required:** |  |
| **Additional details:** |  |
| **Do you require use of kitchen? (Drinks only):** | Yes/No (please delete as applicable) |
| **Alternative date/s?** |  |
| **Signature:** |  |

***Community Centre Use only:***

|  |  |
| --- | --- |
| ***Booked by:*** |  |
| ***Amount due:*** |  |
| ***Payment method:*** |  ***Payment due date:*** |
| ***Invoice no. & date:*** |  |
| ***Payment received*** | Yes / No ***Date*** |
| ***Keys booked out on:*** |  |
| ***Signed/printed:*** |  |
| ***Keys returned on:*** |  |

Cancellations will be accepted free of charge until 7 days before Booked Date on the form above. Any cancellations received after this date until the date of booking will be subject to 50% of total bill payable. Any cancellations or no-shows on the day of the booking will be charged at 100% of total bill payable.

Cheques should be made payable to Hayle Town Council and sent to

 Town Clerk, Hayle Community Centre, 58 Queensway, Hayle, TR27 4NX

*Tel/Fax: 01736 755005 E-mail:* *townclerk@hayletowncouncil.net*