**Hire Request Form**

Please return to office@bedhamptoncommunity.org or to the office

|  |  |
| --- | --- |
| Name: | Contact number: |
| Address: | Email: |

Is your booking request for a:

|  |  |  |  |
| --- | --- | --- | --- |
| Regular event |  | One-off event |  |

Date(s) of requested booking:

Time(s) of requested booking:

Reason for hire:

Maximum amount of people attending:

Rooms requested to hire:

|  |  |  |  |
| --- | --- | --- | --- |
| Main hall |  | Meeting Room |  |
| Lounge |  | Exclusive Use of Centre |  |

Any additional facilities required: (Please refer to ‘Hire Charges’ in booking pack for costs)

Bar times requested: (start time) to (finish time)

Any special requirements:

I have read and agree to the terms and conditions of hire.  
Signature of Hirer Date