



Hire Request Form 2025

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

Name:	Contact number:
Full Address: Town: Postcode:	Email:

Is your booking request for a:

Regular event	<input type="checkbox"/>	One-off event	<input type="checkbox"/>
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Reason for hire: _____

Date(s) of requested booking: _____

Time(s) of requested booking: _____

(Please include setting up and clearing away time – we recommend at least 45 minutes to 1 hour either side of your event or 30 minutes for a children’s party)

Maximum amount of people attending:

Rooms requested to hire:

Main hall	<input type="checkbox"/>	Meeting Room	<input type="checkbox"/>
Lounge	<input type="checkbox"/>	Exclusive Use of Centre	<input type="checkbox"/>

Any additional facilities or special requirements:

Projector £15	<input type="checkbox"/>	Portable Sound Speaker (Bluetooth) £10	<input type="checkbox"/>
Six burner hob and gas oven £15	<input type="checkbox"/>	Main hall Sound System £15	<input type="checkbox"/>

(Please note requests for additional facilities MUST be made prior to event)

Bar times requested: (start time) _____ to _____ (finish time)
(Please note the centre is locked at 11.30pm. Allow at least 30mins to close bar)

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

Signature of Hirer _____ Date _____