

# Greenfields Community Centre Booking Form

Mr / Mrs/ Miss/ Ms:.....

Name of organisation if applicable:.....

Address:.....

.....Tel. No:.....

Purpose of Hire:.....

Rooms Required (Please tick)	✓	Date/s required	Times Required (Remember to include setting and clearing up time)
<b>Main hall</b>			
<b>Kitchen</b>			
<b>Whitethorn</b>			
<b>Blackthorn</b>			
<b>Tansy</b>			

I have read the terms & conditions of hire and confirm the above details are correct and that the hire conditions will be observed. I confirm I have been advised to take out appropriate insurance.

Signed.....Date.....

Print Name.....

The person making the booking must be over 18 years of age and in attendance and is responsible for the event for which the booking is being made.

Booking taken by:.....Date.....

Please enclose full payment when returning this booking form. Cheques must be made payable to **Greenfields Community Association**

Agreed Cost	.....	
Deposit *	£20:00	
Total	.....	

\*The deposit will be returned if the centre has been left clean and tidy and all other booking conditions have been observed. At the end of the hire period please:

- Sweep all floors,
- Empty bins,
- Mop up all spills, sticky patches etc,
- Wipe all surfaces, tables and chairs on which food and drink has been spilled,
- Return all equipment to designated storage area,
- Ensure all lights and heaters are switched off.

Please return this form to the booking secretary:  
Christine Christmas, 10 Tansy Close, Norwich, NR6 6DS