



## Room Booking Form

<b>BUSINESS / PERSONAL / CHARITY</b>	<b>(Please specify)</b>		
<b>CONTACT NAME</b>			
<b>INVOICE ADDRESS</b>			
<b>EMAIL ADDRESS</b>		Invoices to be sent via email <b>Y / N(please circle)</b>	
<b>TELEPHONE NUMBER</b>			

<b>TYPE OF BOOKING (Circle)</b>	<b>Group: Single or Recurring?</b>		<b>Private Party (One-off booking)</b>	
<b>RECURRING BOOKING (Circle)</b>	Weekly	Fortnightly	Monthly	Other
<b>RECURRING BOOKINGS ONLY - DAY REQUIRED (if available):</b>				
<b>DATE OF BOOKING</b>				
<b>TIME OF BOOKING</b>	<b>From</b>		<b>Until</b>	
<b>No. of attendees</b>	<b>Large Hall</b> <input type="checkbox"/>		<b>Small Room (Green room)</b> <input type="checkbox"/>	
	<b>Standard Rate:</b> £22 per hour to 5pm / £28 per hour after 5pm  <b>Registered Charity Rate:</b> £21 per hour to 5pm / £23 per hour after 5pm  <b>Private Booking:</b> £38 per hour		<b>Standard Rate:</b> £20 per hour to 5pm / £22 per hour after 5pm,  <b>Registered Charity Rate:</b> £18 per hour to 5pm / £20 per hour after 5pm  <b>Private Booking:</b> £28 per hour	

**What will the room be used for:** .....

**Room Booking Terms & Conditions**

- **All WASTE MUST BE TAKEN AWAY** as we do not have the facility to dispose of any waste at the Centre.
- Please leave the building as you find it – tea towels are not provided. Consider bringing your own cleaning equipment, kitchen towels etc.
- Users are welcome to use the kitchen, tables and chairs ensuring furniture is carefully moved, noting the original position, and ensuring all items and cleanliness of the building is left as found. **PLEASE DO NOT** use Blu Tack or tape of any kind to adhere posters etc. to the walls as this damages the decorations.
- DO NOT place large pots on worktops or the cooker – when placed on the floor, please ensure suitable protective mats/thick cardboard is placed underneath the pots to protect the floor.
- No hot food allowed in the carpeted meeting room (Green Room).
- No outside equipment / machinery can be brought in without agreement from the Centre Manager, equipment has to be PAT tested and safe to use.
- A deposit is needed to confirm the booking when submitting the form and maybe withheld if the building is left untidy, damage is caused, or booking is cancelled without a 5-day notice period. All damages, stains or removal of equipment will be chargeable on top of the refundable deposit.
- Please note the fire safety procedure and exits, ensuring you keep a register of attendees that is kept by the designated lead person in case of a fire; this person is responsible for safely escorting people out if possible.
- The accident, incident, near miss reporting folder is in the labelled kitchen cupboard; please inform Centre staff asap
- The first aid box is situated in the labelled kitchen cupboard.
- PLEASE NOTE: To comply with our insurance policy, Bouncy Castles are NOT permitted in the building

*We allow free use of kitchen but this may not be exclusive if both rooms are booked out at the same time*



**BATLEY**  
COMMUNITY CENTRE

**A booking is not secured until a refundable deposit of £50 (in cash) is taken. The balance will be invoiced at the end of the month the event takes place.**

Room booking cost: .....

Refundable deposit .....

**Total cost of booking:** .....

Deposit left: .....

**CUSTOMER SIGNATURE REQUIRED TO CONFIRM BOOKING**

- 1. Cancellations will be charged for unless a minimum of 5 working days' notice is given.**
- 2. Please leave the building as you find it.**
- 3. Please note the conditions of use and adhere to them for your own safety and those of other users.**

**I/we agree to pay for any damages caused by any participants of this booking or if damages occur, we understand the deposit will not be returned.**

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

**Thank you for booking with us, by doing so you are helping to keep a  
volunteer led community building open.  
We look forward to seeing you again soon.**