

**Booking Form for Private and Regular Events**

Please read our terms and conditions and return your form with **£50 deposit** (£250 if your event is approved to go on beyond 9 p.m.) **and your full payment**. Deposits must be cash, full payment can be cash, card, cheque or BACS.

After your event, provided to room is clean and undamaged you may collect your deposit from the centre Monday – Friday between 9.30-12.30.

For private events, the Caretaker will let you in at the booked time and will return to lock up after. Emergency contacts are on the front door at the top right hand side. Please use them if you have any problems. If you are booking a regular activity access information will be provided to you.

If you are not sure which room is most suitable for you or you have any questions please give us a call or check our website.

**Payments should be made payable to Newcourt Community Association: Sort code 55-61-44 Account No: 72542276**

**Rates per hour:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Room**  With maximum occupancy | **Business** | **Business Weekly / Not for Profit Event** | **Special Rate Non-profit evet run by or for local resident** |
| **Green (150)** | £20 | £18 | £13.50 |
| **Orange (110)** | £18 | £15 | £13 |
| **Red (30)** | £15 | £12 | £10 |
| **Blue (30)** | £15 | £12 | £10 |
| **Latte (8)** | £10 | £8 | £6 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Group /Purpose of Hire** | | |  | | | | | |
| **Room Required** | |  | | | **Number of people** | |  | |
| **Date** | Click or tap to enter a date. | **Arrival time** | |  | | **Departure** | |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
|  | |
| **Email** |  |
| **Phone / Mobile** |  |

**I have read and agree to the terms and conditions:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Print** |  | **Sign** |  |

**Please print and sign and return to: Newcourt Community Centre, Blakeslee Drive, Exeter, EX2 7FN**

**Enquiries: T:** 01392 873560 **E:** info@newcourtcommunitycentre.com **W;** www.newcourtcommunitycentre.com