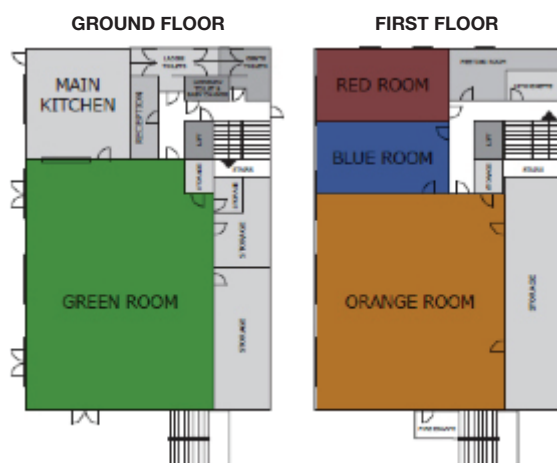


BOOKING INFORMATION AND BOOKING FORM FOR PRIVATE AND REGULAR EVENTS



AVAILABLE TO HIRE: MONDAY – SUNDAY 8am-9pm*



GROUND FLOOR

The **GREEN** room [13.6 x 9.6m] has vinyl flooring, French doors onto a secure garden. Use of the kitchen included which has a water boiler, hob, double oven and fridge freezer. Ladies, gents and disabled toilets on the ground floor. Baby changing facilities in disabled toilet.

FIRST FLOOR - accessible by lift and stairs:

All rooms have use of kitchenette with tea/coffee making facilities and washing up.

RED & BLUE room [both 4.7 x 6.4m] are carpeted and suited to training and meetings.

ORANGE room [10 x 9.6m] has vinyl flooring suitable for large meetings.

LATTE room is small and suited to interviews, consultations etc.

ROOM (with maximum occupancy)	BUSINESS	BUSINESS WEEKLY / NON PROFIT EVENT	SPECIAL RATE Non-profit event run for or by Newcourt residents
GREEN (150)	£20.00	£18.00	£13.50
ORANGE (110)	£18.00	£15.00	£13.00
RED (30)	£15.00	£12.00	£10.00
BLUE (30)	£15.00	£12.00	£10.00
LATTE (8)	£10.00	£8.00	£6.00

1. Complete the booking form and read the terms and conditions, and reminders to hirers.
2. Return the completed booking form with **£50 deposit (or £250 if your event is approved to go on beyond 9pm) and your full payment** to the community centre. **Deposit must be cash** but full payment may be cash, cheque or BACS.
3. After your event, as long as the room is left clean and undamaged you may collect your deposit from the centre office Monday-Friday mornings 9.30-12.30.
4. If you are holding a private party – on the day of your event a caretaker will let you in at your booked time and will come to lock up at the end of your session. **If there is a problem** emergency contact numbers are displayed on the front door at the top right hand side, please use them.
5. If you are booking a regular activity then you will be provided with access details when booking.

*Approval is required for private events running after 9pm.

BOOKING INFORMATION AND BOOKING FORM FOR PRIVATE AND REGULAR EVENTS



NOTE:

**IF BOOKING A SERIES OF DATES PLEASE FILL IN A SEPARATE FORM
FOR EACH DATE OR LIST ALL DATES REQUIRED CLEARLY.**

PERSONAL DETAILS

Name of organiser
Name of Group Number of people

ABOUT YOUR EVENT

Purpose of hire
Room required Date required DD / MM / YY
Time of arrival Departure Total hours

ABOUT WHAT YOU NEED

Furniture: You will find furniture in our chair store and set it up yourself. It **will not** be left in the room for you. You will also need to clear it away. We need to know your requirement so we can make sure it is available on your chosen date. **If you are holding a children's party please use the plastic furniture.**

Furniture	Plastic large table 10 available	Wooden large table 10 available	Wooden round table 8 available	Plastic chairs (50)	Fabric chairs (100)
No:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Cleaning: We expect you to leave the centre, including communal areas, as you found it. This includes mopping floors if required. If the centre is not cleaned to an acceptable standard, or is damaged, we will keep your deposit.

ABOUT YOU

Address
Postcode
Email
Telephone / mobile

**Payments: Deposits MUST be cash, full payments may be cash, cheque or BACS made payable to:
Newcourt Community Association: Sort code 55-61-44 Account No: 72542276**

APPLICANT'S DECLARATION

I have read, understand and agree to the room hire terms and conditions. Please print your name and sign below. The return to: Newcourt Community Centre, Blakeslee Drive, Exeter, EX2 7FN.

PRINT

SIGN

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