

**SELSEY CENTRE HALL HIRE
BOOKING FORM**

NAME/ORGANISATION:

ADDRESS:

CONTACT NO.:

EMAIL ADDRESS:

NAME OF PERSON SUPERVISING EVENT:
(Minimum age 21 years)

DATE/S OF HIRE:

PURPOSE OF HIRE:
If working with children or vulnerable adults proof of DBS checks must be provided prior to hire date.

TIME/S OF HIRE:

Start	am/pm
Finish	am/pm

NUMBER ATTENDING:

HALL/SPACE REQUIRED: *(Please tick all required)*

ARENA	<input type="checkbox"/>	CONFERENCE SUITE	<input type="checkbox"/>
DANCE STUDIO	<input type="checkbox"/>	KITCHEN	<input type="checkbox"/>
SPORTS HALL	<input type="checkbox"/>	WHOLE COMPLEX	<input type="checkbox"/>

Note: Whole Complex refers to all areas of hire at the Selsey Centre

ADDITIONAL REQUIREMENTS: *(Please tick all required)*

A BOARD/PAD - £5.00	<input type="checkbox"/>	PA SYSTEM - £5.00	<input type="checkbox"/>	QTY
PROJECTOR/SCREEN - £5.00	<input type="checkbox"/>	OTHER - £	<input type="checkbox"/>	
LIGHTING SYSTEM - £20.00	<input type="checkbox"/>	TABLES	<input type="checkbox"/>	
LATE NIGHT EXTENSION <i>(From 10pm to 11pm)</i>	<input type="checkbox"/>	CHAIRS	<input type="checkbox"/>	

PAYMENT REQUIRED:		Date Received	
HALL/SPACE HIRE CHARGES	£	Damage Waiver Bond <i>(refundable)</i>	
ADDITIONAL CHARGES	£	50% Deposit <i>(non-refundable)</i>	
TOTAL COST	£	Balance <i>(Due no later than 2 weeks prior to hire date)</i>	

PLEASE BE SURE TO FULLY READ OUR TERMS AND CONDITIONS BEFORE SIGNING THIS FORM

I/We have read and understood the the Selsey Town Council's Standard Terms and Conditions of Hire as attached and agree to fully abide by them. I understand that as per the Data Protection Act 1998 the data on this form will not be used for anyother purposes other than in connection with the hire of halls and/or equipment.

Signed:

Date:

Print Name:

On Behalf of:

For office use only:

BOOKING SYSTEM	<input type="checkbox"/>	INVOICE NUMBER	<input type="checkbox"/>	POSTED/RECEIPTED	<input type="checkbox"/>
DIARY	<input type="checkbox"/>	HALL CHECKED	<input type="checkbox"/>	CHECKLIST TO OPS	<input type="checkbox"/>