



PARTY BOOKING FORM

Activity Title/ Celebration for...:							
Activity Date:							
Times must include Set-up/take down:	Access:		Start:		Finish:		
Room Required:					Maximum Numbers:		
Where did you hear about us?	Family or Friend/ Facebook /Internet search / Local / Website / Word of Mouth /Other						
Equipment Required: (Please circle)	PA System/ Spot-lights/Water Flasks Please check with the office beforehand There will be extra costs for equipment hire and refreshments						
Contact Name:							
Contact Address (Including Postcode):							
Email Address:							
Contact Phone Number:							
Signature: (Electronic accepted)				Date of Signature:			
Payment: (Please circle)	Bacs Transfer / Cheque / Cash All bookings must be paid for in advance, prior to your event.						
Cash Liability Deposit Information:	We require a deposit for all parties and weekend activities. After the party, the deposit will only be refunded if there are no damages or extra work needed by the caretaker. This deposit will be returned from the office, during office hours with the receipt. £50 Cash Liability Deposit / £100 Evening Cash Liability Deposit						
Date of Payment:							
Any Other Information:							
If paying by Bacs Transfer, please quote booking date when paying, (see Account Details below)							
Bacs Payments Information:	Account Name:		Heene Community Association				
	Sort Code:		09-01-29				
	Account Number:		09513961				
Cancellation Information:	There will be a 100% cancellation fee for all cancelled bookings. Only the cash deposit will be refunded, if the party is cancelled.						