

## STANDARD BOOKING FORM

Activity Title:						
Activity Date:						
Times must include Set-up/take down:	Access:		Start:		Finish:	
Room Required:				Maximum Delegate Numbers:		
Where did you hear about us?	Family or Friend/ Facebook /Internet search / Local / Website / Word of Mouth /Other					
Equipment Required: (Please circle)	(Flipchart & Pens / Projector & Screen / Laptop / Mineral Water /PA System) – 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 / Against Invoice (by special request only, please ask the office) All bookings must be paid for in advance, prior to your event.					
Cash Deposit (if applicable)	£50 Cash Liability Deposit / £100 Evening Cash Liability Deposit We require a deposit for all parties and weekend activities.					
Date of Payment:			Purchase Order Details (If applicable):			
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 bookings, which are cancelled within one month. The cash deposit will <u>not</u> be refunded, if the party is cancelled. The deposit will only be refunded after the party, if there are no damages or extra work needed by the caretaker (from the office, during office hours with the receipt).					