



Memorial Park. Bridge Road, Sutton Bridge, SPALDING, Lincolnshire PE12 9QA

Telephone; Mobile: 0754 316163 Land Line: 01406 351122

Email; bookings@thecurlewcentre.co.uk Web Site; thecurlewcentre.co.uk

2.1 ROOM BOOKING FORM

DATE OF EVENT

FULL NAME;

1.) DIAMOND HALL + PLUS KITCHEN USE AND SCRAMBLE ROOM - Extra;

2.) BRIDGE ROOM 3) JUBILEE ROOM & 4) FARMERS ROOM;

EVENT DESCRIPTION;

ADDRESS; Plus, Postal Code;

TELEPHONE NUMBER;

EMAIL;

2.2

EVENT TIMES; From; _____ To; _____

Set Up Times to be agreed with Booking Manager at the time of booking and Subject to Availability;

From; _____ To; _____

NUMBER OF PEOPLE ATTENDING; _____ Of which _____ Are under 18's _____

CATERER'S NAME, ADDRESS with POSTCODE; TELEPHONE NUMBER & CONTACT NAME

To be completed in all cases where food is served;



BAR BOOKINGS;

DO YOU REQUIRE A LICENCE BAR? YES/NO

Please state times; From.....To.....

PLEASE NOTE THAT ONLY ALCOHOL PURCHASED FROM THE BAR CAN BE CONSUMED ON THE PREMISES; ID MAY BE REQUIRED...

2.3 Declaration; I can confirm that I am not less than 18 years of age and that I have read and understood the Conditions of Hire that are in force at the present time and agree to abide by them.

I accept responsibility for observance of fire and safety regulations in respect of the event and agree to pay, on demand, any charges due in respect of the booking.

I hereby Indemnify The Curlew Community Centre, or its agents, against all claims in respect of injury, loss or damage arising from this event.

Signed/completed by the person names in 2.1 and duly authorised, on behalf of the organisation of hirer.

A Non-Refundable 25% Deposit is required to confirm your booking, *the TOTAL balance being due no later than 4 weeks prior to your event.* Please see Cancellation Guidelines in respect of any refunds that may or may not be due in the event of you needing to cancel your event.

NON-REFUNDABLE DEPOSIT PAID ON BALANCE DUE; £.....

SIGNATURE OF HIRER; DATE;

PAYMENTS CAN BE MADE BY CASH OR CHEQUE'S MADE PAYABLE TO; 'THE CURLEW COMMUNITY CENTRE';

THE CURLEW CENTRE ALSO HAVE A 'CARD PAYMENT SYSTEM' IN PLACE FOR PAYING FOR THE HIRE; A BOOKING WITHOUT A DEPOSIT WILL NOT BE A SECURE BOOKING

TWO WEEKS BEFORE THE EVENT OR AT THE SAME TIME AS THE BALANCE IS PAID AT 4 WEEKS BEFORE THE EVENT;

A £100 REFUNDABLE DAMAGE DEPOSIT WILL ALSO BE DUE FOR PAYMENT.

THIS WILL BE REFUNDED A COUPLE OF DAYS AFTER THE EVENT.

Office Use Only: -

25% Non-Refundable Deposit Received by;Date; Receipt Number.....

Balance Received by;Date; Receipt Number.....

Refundable Damage Deposit Received by;Date;Receipt Number.....