

# Booking form

<b>Bowthorpe Church Centre</b> <b>Bowthorpe Hall Road</b> <b>Bowthorpe</b> <b>Norwich</b> <b>Norfolk</b> <b>NR5 9AA</b>	
<b>Centre Contact: 01603 749614</b>	
<b>Email queries: bowthorpechurch@tiscali.co.uk</b>	
Name of hirer	
Address of hirer	
Post Code	
Tel Contact	
E-mail address	
<b>FACILITIES REQUIRED:</b> <span style="float: right;">Please indicate as appropriate</span>	
Main Hall (in effect whole building)	
P.A. System (additional charge)	
Kitchen Room	
Lakeside Room	
Small Meeting Room	
Date(s) of hire:	
Time of Arrival (for unlocking premises)	
Time of Departure (for locking premises)	
Purpose of hire:	
Expected numbers of participants:	
Invoice address if different from hirer's address:	

Hire: includes heating, when required, and may include use of kitchen facilities. Toilets are located to the rear of the building.

Sessions are:

Morning (9.00am-1.00pm), Afternoon (1.00-5.00pm), Evening (6.30-10.30pm)

Hire Fees are as published on the website (insert web address)

Room required	Morning	Afternoon	Evening	All day
Main Hall and Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lakeside Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whole building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional requirements.

Audio visual system in main hall @ £15	<input type="checkbox"/>
Late lock up fee (where applicable) @ £10	<input type="checkbox"/>
A deposit of at least 25% of the booking fee is required to secure the booking.	

Price to be paid (and confirmed at time of booking): £

Please note: the track running alongside the Church centre leads to residential properties and workshops using large vans. Please do not obstruct access by parking in front of the properties or in the middle of the track. Parking for those using the Centre should extend no further than the end of the brick garden wall. Plenty of alternative parking spaces are available on the shoppers' car-park close to the Church Centre. Thank you for your cooperation.

All hirers must make themselves familiar with the "Health and Safety" and "Fire Safety" regulations of the building, copies of which are located on the Main Hall notice board or can be e-mailed on request. On arrival, hirers should familiarise themselves both with the Fire Escape procedures displayed around the buildings and the location of the First Aid Boxes and Accident Forms (kitchen cupboard, lower right-hand side).

I agree to indemnify the facility against all actions, claims and demands by any person who suffers or sustains any loss, damage, injury or death, arising out of, or as a result of, the use of the **Bowthorpe Church Centre** facilities, or any person authorised by me to use the **Bowthorpe Church Centre** facilities due to my negligence, or on the part of such authorised person, during the period of hire.

I hereby apply for the use of the facilities detailed above in accordance with the scale of charges agreed. Charges are to be paid on receipt of invoice. Payment can be taken in the form of cash or cheque. Please make all cheques payable to Bowthorpe Church.

At the end of the session I will ensure that all areas are clean and tidy, and all equipment has been put away safely.

Signed.....

Date .....

Received.....

Date.....