Section 1 – Contact & Event Details

Booking ID………….... Deposit Received on:………..…. Inv number……………... Inv sent out…..………. Inv Paid………………

|  |  |
| --- | --- |
| **Name / Organisation** |  |
| **Invoice Address** |  |
| **Daytime contact no** |  | **Mobile** |  |
| **Email** |  |
| **Responsible Person who will be at the Event** | **Name:** | **Number:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Event Date** |  | **Type of Event** |  |
| **Event start time****(incl set up time)** |  | **Event end time****(incl clear out time)** |  |
| **Total time booked** |  | **Number Attending** |  |
| **Caterer name & contact details (if applicable)** |  |

Section 2 - Use of space/ equipment required and charges

 Total £

|  |  |  |  |
| --- | --- | --- | --- |
| **Gym/Sports Hall** | **Yes/No** | **Number of hours: \_\_\_\_\_ at £14 per hour.** | **£** |
| **Kitchen/Social Area** | **Yes/No** | **Number of Hours:\_\_\_\_\_ at £8 per hour.** | **£** |
| **Project/Art Room** | **Yes/No** | **Number of Hours:\_\_\_\_\_ at £10 per hour** | **£** |
| **Music Room** | **Yes/No** | **Number of Hours:\_\_\_\_\_ at £7.50per hour**  | **£** |
| **Whole building hired.** | **Yes/No** | **Number of Hours:\_\_\_\_\_ at £30per hour** | **£**  |
| **Music** | **Live? Yes/No** | **Recorded? Yes/No** |
| **Format i.e. for class/ disco/dance/background/other- give details** |  | **How many performers attending?** |  |

**Payment**

|  |  |
| --- | --- |
| **Total amount** | **£** |

Cheques should be made payable to **Bradford on Avon Town Council** and returned to the Hall Manager, St Margaret’s Hall, St Margaret’s Street, Bradford on Avon, Wiltshire BA15 1DE (Tel: 01225 309210) email **smh@bradfordonavontowncouncil.gov.uk** or to pay by bank transfer contact the Hall Manager for details .

**I confirm** that I have read and understood the full terms and conditions of hire (dated April 2018) and agree to abide by them. I enclose a copy of our public liability insurance certificate (organisations and businesses only, if appropriate). I understand that if I exceeded my booked time, or make use of non-booked facilities these extra cost will be invoiced after my event. (Extra time per half hour). I understand that any changes to the requested setup of the centre will be at the discretion of the duty manager.

**Print name: Signature:**

**Date:**

– Charges from 1st April 2023

Hire Charges

**Gym/Sports Hall**

£14 per hour to including use of toilets.

**Kitchen/Social Area**

£8 per hour

**Project/Art Room**

£10 per hour

**Whole building hired.**

£30 per hour including: Sports hall, Kitchen/Social area, music room and project room.

Surcharge

Bank holidays and New Year’s Eve - 60% surcharge.

Cleaning Deposit

A refundable Cleaning deposit of £30 may be required at the time of booking to cover any additional cleaning / clearing up / rubbish removal that may be necessary for certain events e.g. wedding receptions, birthday party’s etc.

Booking Fees

Balance to be paid 2 weeks before the event (not applicable to regular events). Provisional bookings will be held for 2 weeks from enquiry date.

Cancellation

When a cancellation of a booking is received in writing the following amounts can be refunded/paid

(Less non-refundable booking fee):

28 days or more in advance -75% refund - 25% payable

27-21 days in advance - 75% refund - 25% payable

20-14 days in advance - 50% refund - 50% payable

13-7 days in advance - 15% refund - 85% payable

6 days before due date - No refund - Full amount payable