

Room Hire Children's Party

Form 1

Please fully complete and return as soon as possible, ensuring that you read and fully understand the Conditions of Hire

When you have completed the form please keep a copy for your records and return this copy to The Manager, Poppleton Centre, Main Street, Upper Poppleton, York YO26 6JT. Email: info@poppletoncentre.org.uk
Tel: 01904 797478 with your deposit of £10

Your details (PLEASE PRINT DETAILS CLEARLY)

1.	Name, address and telephone of person responsible for the obligations of the Hirer under this agreement	Name:	
		Address:	
		Post code:	
		Tel No:	Mobile No:
		Email address	

Date, Room, times and numbers attending

2.	Booking Details.		
	DATE OF EVENT		
	Approx numbers attending		
		Please state start/finish times next to your chosen room/s. Your booking can be any two hours between 9am & 4pm	
	Dodsworth Room		
	Maypole Room		
	Maypole & Dodsworth rooms combined		
	Sports Hall		
	*Sports Hall + combined use of Maypole or Dodsworth Rooms		
	Sports Pavilion, Millfield Lane		

Entertainment or activities provided,

3.	Entertainment, acts, music
<p>Any equipment brought into the centre must be fit for purpose and where appropriate, electrically tested. Any entertainment, activity or music/disco services used must have the appropriate liability insurance.</p> <p>There are special requirements for Bouncy Castles , as under</p> <ul style="list-style-type: none"> • There must be supervision by the hirer's employee at all times when in use • It must not be used by children under 2 years old • Use must be restricted to age group i.e. 2-5, 6-12 and over 12 years old. <p>("hirer's employee" means the hirer or someone they consider to be a responsible person)</p>	

4.	Terms and Conditions: I have read and accept the Terms and Conditions of Hire for the Poppleton Centre.	
	Signature of hirer;	Date

Room Hire Children's Party cont'd

Payment and bond arrangements

A deposit is required at the time of booking and the balance paid no later than five days before the event.

You will also be required to pay a bond of £20 when collecting keys to the centre in the week prior to your event. Keys will only be issued on receipt of that bond.

Payment can be made by cash or cheque (made payable to Poppleton Community Trust)

Payment for room hire

For office use only

Room hire charge	Amount	Paid Cash/Cheque	Date
Deposit	£10		
Balance			
Total Charge			

Bond and keys

For office use only

	Paid Cash/Cheque	Date Paid	Date Bond returned
Bond £			

Key set issued:	Date Keys Issued	Date Keys Returned:

For office use only

Name	
Function date	