

# MUSKHAM RURAL COMMUNITY CENTRE

## BOOKING FORM – Events and Parties

Please complete this form and return it to the Booking Secretary. Hirers must pay a deposit of £20 to secure the booking which returned with this form. Cheques to be made payable to North Muskham Recreation Committee or BACs transfer to Barclays account 30007900 Sort code 20-50-21. Please include the date of your event and your name as reference on the transaction. The balance must be paid before the event or on collection of the keys.

Name of Hirer: \_\_\_\_\_

Name of Organisation (if applicable) \_\_\_\_\_

Day/Date of Hire: \_\_\_\_\_ Time(from/to) \_\_\_\_\_

Purpose of Hire: \_\_\_\_\_

Requirements:

Large Hall		Kitchen	
Small Hall		Crockery	
Meeting Room		Changing rooms	
Stage - with lights		Field	
Stage – no lights		Football pitches	

Approximate numbers attending \_\_\_\_\_ Age Group \_\_\_\_\_

Do you require a bar? YES/NO **Charge for Licence £25.**

Agreed cost of Hire: £ \_\_\_\_\_

### Declaration to be signed by the Hirer

I, the undersigned, accept the Conditions of Letting and undertake to use the premises with due care and consideration. I will be responsible for any loss or damage incurred.

Name \_\_\_\_\_ Signed \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

Telephone \_\_\_\_\_

Email: \_\_\_\_\_

Deposit paid \_\_\_\_\_

Return to  
Jude Andrews  
Booking Secretary  
Sunnybrook Farm  
Caunton Road  
Bathley, Newark, NG23 6DL  
bookings@muskhamruralcc.co.uk