

# MUSKHAM RURAL COMMUNITY CENTRE

## BOOKING FORM – Children’s Parties

Please complete this form and return it to the Booking Secretary. Hirers must pay in advance £55 to secure the booking. This is non refundable if the party is cancelled with less than 2 weeks notice.

Please send this form and a cheque payable to North Muskham Recreation Committee to Booking Secretary, Sunnybrook Farm, Cauntun Road, Bathley, Newark, NG23 6DL. Alternatively you can pay by BACs sort code 20 50 21 Account number 30007900. Put your surname and date of the party as the reference please.

We will contact you in the week before the party to arrange picking up the keys for the Centre.

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

Day/Date of Hire: \_\_\_\_\_

Time(from/to) \_\_\_\_\_

Requirements:

Large Hall and kitchen (sports hall flooring)	
Small Hall and adjoining Meeting room (carpeted) and kitchen	
Field (no extra charge)	

Please note there is strictly NO ACCESS to the stage area and the toddler’s garden (off the small hall)

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

Do you intend to hire a bouncy castle or other inflatable? \_\_\_\_\_

### **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 clear away fully and leave the hall as I find it. I will be responsible for any loss or damage incurred.

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

Address \_\_\_\_\_

Email \_\_\_\_\_

Date \_\_\_\_\_ Telephone: \_\_\_\_\_

**To be completed by Booking Secretary:** Date hire charge paid \_\_\_\_\_