# Click or tap here to enter text.

**BOLTON LE SANDS Village Hall / Community Centre**

Registered Charity 700264

# 

# Hire of centre “One Off” Enquiry Booking Form

# **Ple**ase use this form to apply for a single (one-off) event such as a birthday party, wedding reception, presentation, etc If you would like to book the community centre on a regular basis for example, you'll be running a social event once a week, then please use “Regular booking” form

Full name of hirer Click or tap here to enter text.\*.

Your organisation (if applicable) Click or tap here to enter text.

Your contact phone number…Click or tap here to enter text.

Your email address Click or tap here to enter text.

Your address Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

What is your event?.Click or tap here to enter text. Date of event Click or tap to enter a date.

Start timeClick or tap here to enter text.End timeClick or tap here to enter text.

Do you require use of the kitchen? Y/N Click or tap here to enter text. Is this a commercial hire? Y/NClick or tap here to enter text.

**IMPORTANT - THE SELLING OF ALCOHOL** The selling of alcohol on the premises is permitted subject to local authority licence. Full details in our terms and conditions.

If there's anything else you want to tell us about your booking, please feel free to do so here.

Click or tap here to enter text.

Click or tap here to enter text.

GDPR Statement;The information that you have submitted is sent to the management team of the centre. It is also sent to the website administrator for back-up.Information is stored by the Bolton le Sands Community Centre in compliance with GDPR regulations.No information is published or shared with third-party organisations or individuals and is only used to process your booking.

\*I have read and agree to your Terms & Conditions (On web site)

SignedClick or tap here to enter text.. dateClick or tap to enter a date.

**Returning this form by email accepts our T&C**

**You MUST supply your bank account name, sort code and account number for deposits to be returned as necessary. *(A cheque refund may take up to 28 days to process)***

# Account name Click or tap here to enter text.

# Sort code Click or tap here to enter text. Account number Click or tap here to enter text.

A booking confirmation detailing cost of hire etc will be sent ASAP