S H C C

STOKE HEATH COMMUNITY CENTRE
14 Burroughs Close, Liberty Park, Stoke Heath, Coventry CV2 3QH

www.stokeheathcentre.co.uk   Email: s-h-c-c@hotmail.com   Tel 024 7644 9580

Booking form for hire of all or part of the premises

Date Required .... Times ....

Booking purpose ....

Booking Details

Main Hall	☐	Lounge Area	☐
Small Hall	☐	ICT/Conference Room	☐
Small Meeting Room	☐	Catering Service	☐
Party Package	☐	Kitchen	☐
Children's Party	☐	Chairs req.	
		Tables req.	

Comments ....

Do you require the use of our cleaning person (£30 for 2 hours)   yes / no
Any extra cleaning is charged at £10 per hour
A returnable deposit of £50/£100 for both rooms is required to offset any cost incurred by misuse of the building.
Please see our conditions of hire agreement which the hirer is required to sign.

In the event of an 8 hour party or the party going on after 10.00pm there will be a £20 surcharge for stewarding

Data Protection Policy
*The data controller is Stoke Heath Community Centre. The data you provide to the Centre will only be used to communicate with yourself, and the household. Stoke Heath Community Centre in fulfilling its data protection obligations will treat all personal data, held manually and electronically with due care, and will only disclose data in accordance with the Data Protection Act 1998

Hirer Details*(complete in full)

Name ....

Address ....

....

Contact Number .... Email ....

Rental Agreed .... Deposit Paid .... Cleaner Costs ....

Hirer Signature: Date: Booked by

ONE AS A COMMUNITY
Company No. 3302167   Charity No. 1069451

For Office use only

Description	Date	Amount	Reference	Received by
Total Amount Due			N/A	N/A
Deposit				
Balance				
Deposit returned				

Follow up			
		Name	Date
Health and Safety/Fire Procedure Given By			
Steward			

Comments

Check list			
Booking form complete signed	☐	Client copy given	☐
Terms and Conditions signed	☐	Balance paid	☐
Logged in diary	☐	Deposit returned	☐
Any follow up logged	☐		
Steward confirmed	☐		
Deposit paid	☐		