

Landport Community Hub Booking Form

Any questions please contact Wendy Baker on 07852 390748
Or Debbie Twitchen via debbietwitchen@gmail.com

Contact information

Name of event organiser:	
Organisation name:	
Address: Town/City Post Code	Telephone: Mobile:
Email address:	

Your Event: Please provide a brief description. For classes & events include: Title & Description, Age Restrictions, Doors open/start time/interval/running time, any other details you feel needed.

(Large text area for event description)

Facilities required

NB if you need a number of dates please list on a separate sheet	Requested date(s)* Events must end by 11pm (10.30pm Sunday)	Get in /Start time	Finish / Leave time
Main Hall (£10ph) (Max 200)		/	/
Dance Studio (£8ph) (Max 40)		/	/
Sparrow Room (£10ph) (Max 50)		/	/
AIM Room (£6ph) (Max 12)		/	/

* You can list a regular date in this space e.g. "every Wednesday from 6th July"
Give a start and end date if possible or simply "until further notice."

Payment by bank transfer to

Landport Community Hub Sort Code: 30-98-90 Account No: 16038560

(If you need to pay by cheque please let either Wendy or Debbie know so that arrangements can be made.)

Deposit for one off event £50 or total fee in advance if less

Please return your completed booking form to - debbietwitchen@gmail.com

I have read and understood the hire terms and conditions with respect to this request for booking.

Name (please print)

Signature

Date