

**TIPTREE PARISH COUNCIL**



**COMMUNITY CENTRE BOOKING FORM – BLOCK BOOKINGS 2020**

**Please return form to:**

**TIPTREE PARISH COUNCIL, MYNOTT COURT, CHURCH ROAD, TIPTREE, CO5 0UP  
or e-mail [bookings@tiptreeparishcouncil.gov.uk](mailto:bookings@tiptreeparishcouncil.gov.uk)**

<b>Name</b>
<b>Address</b>
<b>Telephone No</b>
<b>E-mail</b>
<b>Day and time required</b> – <i>if your booking is not weekly please specify exact dates.</i>
<b>Venue required</b> Please circle Main Hall with Kitchen      Small Hall      Meeting Room
Enter details of <b>function</b> to be held
Is <b>Music</b> played yes/no - Please circle      Which type
Approx <b>no of people attending</b>
How did you hear about us (please circle) TPC website   other website   local newspaper   word of mouth   leaflet Recommendation   used before   Other .....
<i>Please complete our separate form to comply with GDPR if you want your contact details on our website or noticeboard</i>

You will be invoiced on the 15<sup>th</sup> of each month – payment due by the end of the month. **A £25 admin charge will be made for late payment.**

**Payment:** It is preferred that payment be made by should be made by bank transfer (Sort Code 60-83-01 Account No 20420822). Alternatively, we can accept cheques made payable to Tiptree Parish Council.

Please provide a copy of your Public Liability Insurance Certificate with this form – bookings will not be accepted without this.

**Hire time:** Booking should start and end on time with any setting up or clearing away completed within your hire time. You, as the hirer are responsible for this and should be the last one to leave the premises.

By signing this booking form you are agreeing to abide by the conditions of hire attached, and also on our website ([www.tiptreeparishcouncil.gov.uk](http://www.tiptreeparishcouncil.gov.uk)). Your booking is not confirmed until you have received written confirmation

Signed.....Date.....