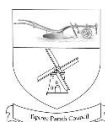


TIPTREE PARISH COUNCIL



COMMUNITY CENTRE BOOKING FORM – BLOCK BOOKINGS 2021

Please return form to:

TIPTREE PARISH COUNCIL, 56 CHURCH ROAD, TIPTREE, CO5 0SU or e-mail
bookings@tiptreeparishcouncil.gov.uk

Name
Address
Telephone No
E-mail
Day and time required – <i>if your booking is not weekly please specify exact dates.</i>
Venue required Please circle Main Hall with Kitchen Small Hall Meeting Room
Enter details of function to be held
Is Music played yes/no - Please circle Which type
Approx no of people attending
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 15th 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). Your booking is not confirmed until you have received written confirmation

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