

TIPTREE COMMUNITY CENTRE BOOKING FORM (MARCH 2020)



Please return form to:

TIPTREE PARISH COUNCIL, 56 CHURCH ROAD, TIPTREE, ESSEX CO5 0SU

or email: bookings@tiptreeparishcouncil.gov.uk

Name :		
Address:		
Telephone No:		
E-mail:		
Day of booking requested :		Date:
Start and end time of hire: <i>(Please allow time for setting and clearing away within your booking)</i>		
Venue required Please circle		
Main Hall with Kitchen	Small Hall	Meeting Room
Enter details of function to be held : <i>(Party or private function is not sufficient)</i>		
Is Music being played	Yes	No
Approx number of people attending		
Are you bringing alcohol onto the premises (please circle) Yes No		
How did you hear about us (please circle) TPC website/other website or internet search/local newspaper/word of mouth/used previously/leaflet/other please specify.....		
Do you require the stage (additional £50 cost) Yes/No (please circle)		

We cannot accept provisional bookings and please note that your booking is not confirmed until you have received written confirmation. **Please note that if your booking is within the next 28 days or the total fee is less than £100 the full hire fee must accompany this booking form**

Payment: Bank transfer is the preferred method of payment (Sort Code 60-83-01 - Account Number 20420822). Alternatively, Cheques should be made payable to Tiptree Parish Council.

By signing this booking form you are agreeing to abide by the conditions of hire attached.

Signature

Date.....