

TIPTREE COMMUNITY CENTRE BOOKING FORM (Aug 2023)



Please return form to:

Tiptree Community Centre, 1a Caxton Close, Tiptree, Essex CO5 0HA

or email: bookingstiptreeparishcouncil.gov.uk

First Name :	Surname:
Email:	
Group/Company Name if applicable	
Address: House No/Name & Road	
Town/City	
County	
Postcode	
Telephone No:	
Invoicing email if different to above	
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>	
Approx number of people attending	
Day of booking requested :	Date:
Start and end time of hire: <i>(Please allow time for setting and clearing away within your booking)</i>	
Start	End
1. Is Music being played Yes No 2. Tables required _____ if more than 17 tables in the Main Hall please check with us first that we have more available 3. Will you be bringing a bouncy castle – Yes/No If so we will need a copy of the Suppliers Insurance at least 7 days before the event. Any electrical items bought into the Centre by any member of your group must be suitably tested 4. Are you bringing alcohol onto the premises (please circle) Yes No 5. Do you require the stage (additional £65) cost Yes No	
Damage Deposit - £250 non-alcoholic events £400 alcoholic events payment (preferably by cheque for damage deposit of £250 – non alcoholic) Please make this payment separately to your hire fee and state damage deposit as reference If you do make a damage deposit payment by bank transfer please complete bank details for us to make a refund. This can take up to 21 days from hire to be returned if by bank transfer	

Name of account holder Sort Code Account Number
How did you hear about us (please circle) TPC website/other website or internet search/local newspaper/word of mouth/used previously/ Facebook/other please specify.....

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 £120 the full hire fee must accompany this booking form

Payment: Bank transfer is the preferred method of payment for hire fees

Sort Code 60-83-01 Account Number 20420822. Account Name Tiptree Parish Council

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.

Under GDPR legislation we need to inform you that your personal details are held by us and seen by staff who require them for work purposes

Please check that you have completed all sections of this form

Signature Date.....

For Non Private Events

Please note that we have a website www.tiptreeparishcouncil.gov.uk and details of your hire may be added to the **website and facebook page**. Under GDPR legislation, it is imperative that we obtain your written permission to include your contact details on our website (*and make you aware of how we intend to use the information*). Please complete the details below if you wish for your details to be viewable on the website and Facebook page.

We cannot provide your contact details on our website/facebook page without this form being signed

I agree to TPC displaying my/our contact details (email /telephone number) and a brief summary of your event on the TPC Website and Facebook page to advertise our hire

Name (Please print)

Date

Company (if applicable)

Position

Signature