

TIPTREE COMMUNITY CENTRE BOOKING FORM (2026 sept onwards)



Please return form to:

Tiptree Community Centre, 1a Caxton Close, Tiptree, Essex CO5 OHA

or email: bookings@tiptreeparishcouncil.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. Chairs required 4. Will you be bringing a bouncy castle – Yes/No If so we will need a copy of the Suppliers Insurance at least 14 days before the event. Any electrical items bought into the Centre by any member of your group must be suitably tested 5. Are you bringing alcohol onto the premises (please circle) Yes No 6. Do you require the stage (additional £50 cost) Yes No	
Damage Deposit - £100 non-alcoholic events £250 alcoholic events payment and £50 for the Meeting Room	
Please make this payment separately to your hire fee and state damage deposit as reference	

Please complete bank details for us to make a refund. This can take up to 28 working days from hire to be returned	
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 method of payment for hire fees

Sort Code 60-83-01 Account Number 20420822. Account Name 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 and photographs may be added to the **website, newsletter or social media**. 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, newsletter and Social Media

We cannot provide your contact details on our website/newsletter/social media 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

Our Staff may take photos of your event set up for use in our newsletter, website or social media.

If you do not want us to take photos, then please indicate here

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Name (Please print)

Date

Company (if applicable)

Position

Signature

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