



East Hunsbury  
Parish Council

Hunsbury Library  
Overslade Close  
Northampton  
NN4 0RZ  
Tel: 01604 708429

Email: [clerk@easthunsburyparishcouncil.gov.uk](mailto:clerk@easthunsburyparishcouncil.gov.uk)

## BOOKING FORM

### Blacky More Community Centre

BUTTS CROFT CLOSE, BUTTS ROAD, EAST HUNSBURY, NN4 0WP

Total Hire Charge £

Paid: Chq  Bank transfer  Date:

Invoice no:

*We accept payment by cheque made payable to East Hunsbury Parish Council, or by bank transfer quoting your invoice no as reference.*

Date of Function: \_\_\_\_\_

Description of Function: \_\_\_\_\_

Max. No. of people expected: \_\_\_\_\_ (30 seated or 70 standing)

Time of Hire \_\_\_\_\_

*(You must include your setting up and clearing away time within your hire time - access to the hall will not be permitted until your hire starts)*

#### *Hire rates:*

*Private bookings - £20.00 per hour*

*Regular hirer/Charity/Community group - £10.00 per hour*

The total payment for your hire must be received before your booking – payment should be made by cheque or bank transfer to East Hunsbury Parish Council. We are not able to accept cash.

No person under the age of 18 may hire the hall.

Hirers must vacate the premises by 10pm due to the close proximity of residential properties to the Community Centre. Please bear this in mind when making your booking.

Hirers of the hall must arrive no later than 10 minutes after their agreed booking time as there is no guarantee that the key holder will still be on site.

The premises must be left in a clean and orderly condition at the end of your hire period. Equipment is provided to ensure this is possible. All rubbish must be removed from the premises, and a bin is provided for mixed recyclables only.

The hall must not be left unlocked or unattended during your booking. Please wait until the key holder has arrived before leaving the premises.

*Residents of East Hunsbury are charged a reduced rate for the first hour of their booking. Verification of your address will be required before the reduction is applied. Full payment for the remainder of the booking is required in advance of your event.*

Address verified:

Date:

Checked by:

Name of Hirer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Phone no: \_\_\_\_\_

Mobile No: \_\_\_\_\_

E-mail: \_\_\_\_\_

Charity no (if applicable): \_\_\_\_\_

**I confirm that I am over 18 years of age and have read and agree with the conditions of hire supplied with this form and will comply with them.**

Please read the terms and conditions related to this booking - they form an important part of the contract for hire of the community centre.

Please read the fire action plan for Blacky More Community Centre – as the hirer it is your responsibility to ensure your group/guests are aware of the fire exits and evacuation procedure.

Please read the risk assessment for Blacky More Community Centre.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

I/We in consideration of this application for hire being granted, agree to pay East Hunsbury Parish Council all charges, fees and other expenses incurred thereby, and to undertake and accept, abide by and conform to the terms and conditions of hire.

**Please complete and return to:**

**East Hunsbury Parish Council**

**Hunsbury Library**

**Overslade Close**

**Northampton**

**NN4 0RZ**

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