



BF & OB RCA BOOKING FORM

CONTACT NAME:				
ORGANISATION NAME:			Charity Number (if applicable)	
FUNCTION TYPE: (eg. Party, Meeting, Fundraiser...)				
ADDRESS		POSTCODE		
TELEPHONE/MOBILE NO:		EMAIL ADDRESS:		
DATE OF HIRE:		TIMES OF HIRE*:		
*Include set up, clear up and cleaning time in your booking – we suggest you add 30 minutes each end.				
PREFERRED ROOM(s): (Bushfield/ Warren/ Battery/ Clarendon / Whiteshute)				
Children's Parties are not available in the Bushfield, Warren or Clarendon Garden and courtyard may only be used by express agreement.				
Kitchen: <i>If exclusive use of the kitchen and/or hot food preparation is required then please book (if Available), for the required time – this is chargeable.</i>				
EXPECTED NUMBERS:				
EQUIPMENT REQUIRED: (specify numbers of each item requested). Projector currently unavailable We cannot guarantee these items will be available but we will endeavour to meet your request.				
Large Tables (6ft):	Small Tables (3ft):	Chairs:	Urn	Other: (Flip Charts and stand may be available (Chargeable))
Parties: in the event you are intending to bring a Bouncy Castle for your party (Battery only). This is chargeable. Yes/No				

We are not licensed premises.

Weekend bookings are only available after 6pm by express agreement with the manager.

There is a charge for late lock-up for parties after 6pm to cover the additional staff costs.

Use of Preschool tables, chairs and outdoor play equipment by express agreement only (Sand pit is expressly excluded).

Agreement to Booking Hire Conditions: I/We confirm I/we have read the hire conditions and agree to abide by the Centre's Hire Conditions and understand I/we will be liable to pay for any damages. Defects or costs incurred by Badger Farm Community Centre relating to our booking

Signed:

Print Name:

Date

Please return this form by email to bfobrca.manager@gmail.com