

### HODGE HOUSE COMMUNITY CENTRE BOOKING REQUEST FORM

Your name				
Company/organisation name (if applicable)				
Address for correspondence including postcode				
Telephone number				
Email address				
Preferred method of contact (please select one)	Telephone		Email	

Booking start date				
Booking end date				
For multiple bookings please detail the specific dates you wish.				
Rooms required (please select one) <i>NB* see terms &amp; conditions for maximum room capacity</i>	Main hall			
	Lounge			
	Main hall & lounge			
Times (you must allow time to set up and tidy up).	From:		To:	
<b>Please note:</b> <i>the sports field at Hodge House is not managed by BBL Community Land Trust. Please tick here if your booking is conditional upon being able to book the sports field too.</i>				

Please tell us the type of event(s) you are planning					
How many people are invited/expected to attend? <i>NB* see terms &amp; conditions for maximum room capacity</i>					
Will children be attending (i.e. under 16 years of age)? If so, how they will be supervised?					
Will you be providing food/refreshments? <i>If yes, please give details of what you are providing and how this will be done safely.</i>	Yes		No		Details:

**Thank you for your booking request. Please sign and date this form to confirm that the details given above are accurate. By signing and submitting this form you are also confirming that you have read the Terms and Conditions for room hire at Hodge House Community Centre and agree to abide by them.**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

Please return your form to BBL Community Land Trust at [hodgehousecc@bbl-clt.org](mailto:hodgehousecc@bbl-clt.org).

We will acknowledge receipt of your form along with details of the cost of your booking(s) and an invoice. Payment must be received within 7 days otherwise your booking is at risk. If you have any questions about your booking or room hire at Hodge House Community Centre, please contact us at [hodgehousecc@bbl-clt.org](mailto:hodgehousecc@bbl-clt.org).