

# Old Boat Corner Community Association Ltd

## Booking Form for Hire of Rooms at Old Boat Corner Community Centre

Name:				
Address:				
Telephone Number:				
Email Address:				
Room(s) Hired:	Hall	Family Room	A Room	Lounge Area
Purpose of Function:				
Date of Hire:			Bar Required:	No Yes
Times: (including setting up and cleaning away)	Time from:		Time to:	
Additional information: e.g. Tables/Chairs				
Cost of Hire:		Date Paid:		
Refundable Deposit:		Date Paid:		

Please note the following Terms and Conditions of hire for the above booking:

- The booking is not confirmed until the hire fee and deposit fee is paid.
- NO alcohol is to be consumed on the premises unless purchased from the licensed bar. If no bar has been requested then no alcohol is permitted on the premises. Any breach of this condition will result in the loss of deposit.
- Room access will be limited to the times booked any additional time will incur additional costs.
- It is the responsibility of the hirer to ensure that the room is left in a clean and tidy condition. All tables and chairs are to be put away. Floors are to be swept and all rubbish collected and put in black sacks. Rubbish is to be placed in the bins at the bottom of the steps. Washing up to be done and put away. All equipment to be removed from the function room at the end of the function.
- All losses or damages caused shall be the responsibility of the hirer and costs will be deducted from the deposit. If such costs exceed the value of the deposit the hirer will be invoiced and remains liable to pay the full amount within seven days.
- Deposits will returned up to one week after the event.
- **Any breach of these conditions will result in the loss of deposit.**

I have read and agree with the terms and conditions listed above. [Click here](#)

Please email the completed form to [Oldboatccc@gmail.com](mailto:Oldboatccc@gmail.com)

Signed:

Date:

Old boat Corner Community Association Ltd, Carden Hill, Carden Park, Brighton, BN1 8GN

Telephone: 01273 540779, Email: [Oldboatccc@gmail.com](mailto:Oldboatccc@gmail.com), website: [www.obccc.co.uk](http://www.obccc.co.uk)



Data Protection Act 1998 – The information you have provided will only be used to process your application and will not be passed to any other organisation. It will be kept seven years for administrative and audit purposes.