



Braintree COMMUNITY CENTRE

Application for Hall or Room Hire

Name of Hirer:..... Name of Organisation (if Applicable).....
 Address of Hirer..... Address

.....
 Postcode..... Postcode.....
 Mobile: Telephone.....
 Email: Email.....

REQUIRED ROOMS (Mark required room/s with 'X')
GROUND FLOOR

HALL		ROOM 1		ANNEXE		KITCHEN	
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1ST FLOOR

ROOM 4		ROOM 5		ROOM 6		KITCHEN	
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Purpose of Hire:

Date Required	Time of Hire	Numbers expected:
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Will live or recorded music be played? Yes No (please tick one)

Please note that it is the Hirers responsibility to ensure they have a valid PRS license if music is to be played to comply with the requirements of the Performing Rights Society.

Please Turn Over →

We now accept:



01376 323280

info@braintreecommunitycentre.org.uk

braintreecommunitycentre.org.uk

@BraintreeCommunityCentre

@BBCABraintree

I, the Hirer acknowledge receipt of a copy of the Terms & Conditions, which I have read and understood.

I agree to comply with all the Terms and Conditions therein.

I declare that I am over 21 years of age.

Hirers Signature..... Date

Signed on behalf of BBCA Date

FOR OFFICE USE ONLY

Booking Fee.....£
Charges per hour.....£
No. of hours
@ Full rate.....£
@ Half rate.....£
Total fees due£
Less deposit (Rec no.) £
Total Balance due (Rec no:) £
Confirmed By:

A damage deposit is required when booking the hall for a private party. Providing the premises and contents are left undamaged and in a reasonable condition, the deposit will be returned within a week.

However if the hall is left in an unacceptable condition the deposit may be partially or fully forfeited. If there is damage to the premises, the Hirers may be liable for any excess over the deposit.

Damage Deposit £

Receipt number:

Please make cheques payable to:
Braintree & Bocking Community Association

We now accept:

