

HUTTON COMMUNITY CENTRE - BOOKING FORM



V5 Mar19

Please contact us if you need any further Information:	'Phone:	01277 231600
	Email:	info@huttoncommunitycentre.com
	Website:	www.huttoncommunitycentre.com

Introductory info	Date of Event (if one-off booking):
Name:	
Organisation (if appropriate):	
Address:	
Email:	
Contact 'phone number:	
One-off or regular booking:	
Have you used HCC before?	

Booking Request					
Facility:	Day of the Week Or Date	Start Time (inc. set up)	End Time (inc. packing up)	Total Hours	Charge
Sports Hall					
Hall					
Meeting Room 1					
Meeting Room 2					
Storage	Large or Small				
Deposit Already Taken? (yes/no + date + amount)				Total	

Booking Information	
What type of event are you organising ?	
How many people will attend ?	
Activity category ?	
What age range is it for ?	
What is the gender focus ?	
What is the disability focus ?	

This form must be used in conjunction with the HCC Terms and Conditions

Signed: Carly Faiers (Hirer)	Date:
Booking Taken By:	Date:

Thank you for choosing to use Hutton Community Centre