

Booking Form for **a Regular Activity/Session**
 at **Prory Court Community Centre**
 for Charities, Organisations, Business & Community Groups

Main Contact:

Organisation:

Type of Organisation:

Address:

.....

Telephone:

Mobile:

Email:

Type of Activity / Session: (Please state the nature of your booking and a brief description of what will take place)	
Room Required:	
<u>Dates & Times of Booking</u>	
Times: from: to: (include set up and pack down time)	
Day of the week:	
Frequency of Hire:	
<u>Additional days or variations to above times</u> (eg. third session of the month is 2hrs long)	

Desired period of hire for your booking (up to a maximum of 1yr at which point regular agreements are reviewed and renewed)	From what date:	To what date:
Will you require access to the Kitchen?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<u>General details of booking</u>		
How many people do you expect to attend your sessions?		
Is the event open to the public?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Will you be charging people to attend?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, how much?	£.....per session	
Will food be served?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please list equipment that you intend to bring in particular electrical equipment. (please be aware that storage space at the Centre is limited and we cannot guarantee to provide storage space for your equipment)		
Do you wish to hire any additional equipment from us for your booking? Eg. Laptop, projector, flipchart, photocopying/printing - please see separate additional requirements form for details and prices		
<u>Experience, Qualifications and Supporting Documentation</u>		
What qualifications and/or experience do you have for running your activity or sessions?		

<p>Do you or any of your group running the sessions hold any of the following certificates?</p>	<p>First Aid <input type="checkbox"/></p> <p>Fire Warden <input type="checkbox"/></p> <p>DBS checked <input type="checkbox"/> (if running sessions for under 18's / vulnerable adults)</p>
<p>Supporting Documentation If you have any of the following please indicate</p>	<p>Constitution <input type="checkbox"/></p> <p>List of trustees / board members <input type="checkbox"/></p> <p>Financial accounts statement <input type="checkbox"/></p> <p>Bank Account Statement <input type="checkbox"/></p>
<p>References</p> <p>Please enter <u>two</u> references below who can vouch for your organisation or activity. If you have run an activity at another venue then Referee 2 should be someone who works at that venue. Referees cannot be friends or family.</p>	
<p>Referee 1</p> <p>Name:</p> <p>Position:</p> <p>How they know you:</p> <p>Address:</p> <p>Phone no:</p> <p>Email:</p>	<p>Referee 2</p> <p>Name:</p> <p>Position:</p> <p>How they know you:</p> <p>Address:</p> <p>Phone no:</p> <p>Email:</p>
<p>And Finally...</p>	
<p>Have you used the centre before?</p>	
<p>How did you hear about Priory Court Community Centre?</p>	

The completion of this form confirms that I am over 18 years of age and will be person taking full responsibility for the Hall Hire. I also confirm that the information held in this application is correct.

Signed:

Print Name:.....

Date:.....

Please return application form to:

**Room Hire
Priory Court Community Centre
11 Priory Court
Walthamstow
London
E17 5NB**



Or by email to:

[**Engagement@walthamforest.gov.uk**](mailto:Engagement@walthamforest.gov.uk)

Please note that no payment should be made with this form
This is an application only and does not guarantee your booking.
A separate hiring agreement will be drawn up and sent to you.

Tel: 020 8531 0380

Visit our website: priorycourtcc.org.uk for more information