

**MOORSIDE COMMUNITY CENTRE BOOKING FORM**

**URQUHART ROAD, THATCHAM RG19 4RE**

**07340 131337**

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| **Name of Hirer** |  |
| **Date/Full Time of Reservation** |  |
| **Event (Party/Meeting etc)** |  |
| **Hall Required (delete as reqd)** | **Small Hall/Sports Hall**  **Kitchen included with all bookings** |

*Please be aware that you must book from the time you require access to the hall until the time you expect to vacate, not just for the duration of your event. You and any 3rd party (i.e. Bouncy Castles) will need to have tidied up and be ready to vacate the hall at the time above that you have paid for.*

**NB : No Food/Drink is allowed in Sports Hall**

|  |  |
| --- | --- |
| **Address** |  |
| **Contact Details : Phone** |  |
| **: Email** |  |

The following questions **MUST** be answered (delete as appropriate):

* Will you be having a bouncy castle on the premises ? **YES/NO I**f Yes which company are you using
* Will music be played at the event? **YES/NO** (If yes please specify whether **live** or **recorded**)
* Will alcohol be consumed on the premises? **YES/NO**
* Will alcohol be sold on the premises ? **YES/NO (**If yes a Temporary Event Notice will be required)
* Organisations: Do you hold a music licence? **YES/NO** (If yes please provide a copy)
* Organisations: Do you hold Public Liability Insurance ? **YES/NO** (If yes a copy may be requested)

Thatcham Youth reserves the right to terminate any function where any of the conditions of hire are contravened. No compensation will be paid to the Hirer in such a case.

**Under no circumstances should the building be left unattended during your hire , at the end of the hire you must wait for the Thatcham Youth representative to return to lock up.**

**I/we agree that we have read and accept the conditions of hire**.  
I confirm that I am aged 18 years or above.

**Print name:**