**Community Resource Centre**

**Function Booking Form**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | | | | | **Telephone**  **Email** | | | | |
| **Address** | | | | | | | | | |
| **Function** | | | | | **Name of Responsible Person** | | | | |
| **Date**  **Number of Guests** | | | | | **Start/End Time** | | | | |
| **Function Room** |  | **Bar** |  | **Kitchen** |  | **Café** |  | **Parish Room** |  |
| **Hire Charge:**   |  |  |  | | --- | --- | --- | | **Function Room** | **£16.00 + VAT per hour** |  | | **Parish Room** | **£8.00 + VAT per hour** |  | | **Kitchen** | **£20.00** |  | | **Café** | **£20.00** |  | | **Bond** | **£100.00** |  | |  |  |  | | **Total** |  |  |   **Bank Details for Return of Bond**   |  |  | | --- | --- | | Bank: | Name of account holder: | | Sort Code: | Account Number: |   Under the Data protection Act the Parish Council cannot hold onto personal information without the consent of the applicant. By completing this from you agree to the Parish Council keeping on record your contact details for future events. These details **WILL NOT** be passed into third parties and removed from the Parish records upon request of the applicant. | | | | | | | | | |
| Applicants Signature | | | | | Date | | | | |