

## Waltham Forest Community Hub One Off Hire Booking Form

### Details of booking – customer to complete

**Please note** - your personal information will be stored securely and will not be provided to third parties without your consent.

<b>Name:</b>			
<b>Organisation:</b>			
<b>Type of organisation:</b>			
<b>Telephone:</b>	Home	Mobile	
<b>Email:</b>			
<b>Address:</b>			
<b>Description of Event</b>			
<b>Will this be a ticketed event?</b>			
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
<b>So you have any external speakers at your event? Please give details.</b>			
<b>Do you consent to providing an outline/copy of any materials presented or for a member of our staff to be present if needed?</b>			
<b>YES</b>		<b>NO</b>	
(Please circle the appropriate answer)			
<b>Sale of alcohol</b>			
<b>Do you intend to sell alcohol at your event?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>			
If yes, you will need to apply for a 'Temporary Event Notice' from Waltham Forest Council. It is important that you tell us that you are applying for a licence as there is a limited number of licences available for our venue.			
<b>Date facilities required:</b>			
<b>Time from:</b>		<b>Time to:</b>	
<b>Deposit refund cheque payable to:</b>			
<b>Address and telephone if different from above:</b>			

## Office use only

<b>Has any publicity material for the event been seen?</b>	
<b>Would this booking raise any concerns for public safety or would it go against the organisation's policies?</b>	
<b>I.D Verification (do not keep copies)</b>	
<b>Passport/driving licence number:</b>	
<b>Proof of address used:</b>	

<b>Hall:</b>	£	<b>Music licence fee:</b>	£10
<b>Kitchen (cooking not allowed):</b>	£	<b>Deposit (refundable):</b>	£200
<b>Room 1</b>	£	<b>Amount paid:</b>	£
<b>Room 2</b>	£	<b>Balance remaining:</b>	£
<b>Room 3</b>	£	<b>Due by:</b>	
<b>Room 4</b>	£	<b>Balance paid:</b>	£
		<b>Date:</b>	

<b>Notes:</b>

## Agreement

Marketing and communications (please tick as appropriate):

- I would like to receive email notifications concerning activities at WFC Hub.
- I would not like to receive email notifications concerning activities at WFC Hub.

**I have read the conditions of hire provided and have signed the contract in agreement of those conditions.**

<b>Signature:</b>		<b>Date:</b>	
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**Signed on behalf of Waltham Forest Community Hub.**

<b>Signature:</b>		<b>Date:</b>	
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