**CENTRE BOOKING FORM**

Thank you for choosing to book the YMCA South Molton Centre for your event! Please return your completed booking form to office@ymcasouthmolton.org.uk. If you have any questions about your booking please contact us on 01769 579547.

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| --- |
| **CONTACT DETAILS** |
| Name of person / organisation |   |
| Contact Name |   |
| Contact Address |   |
|
|
| Telephone number |   |
| Email address |   |
| Invoice name and address if different from contact details |   |
| Telephone number for invoice contact |   |
| How did you find out about hiring YMCA South Molton? **Please circle** | Facebook | Devon Village Halls | Flyer | Other: |
| Website | Previous hirer | College |
| **Secondary contact details (in case of problems)** |
| **Name** | **Age (Over 18)**  | **Contact number** |
|   |   |   |
|   |   |   |

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| **EVENT DETAILS** |
| Date(s) of booking | Time(s)From - To | Description of event | Approx. no of attendees | Age range of attendees |
|  |  |  |  |  |
| **ROOMS REQUIRED & DESIRED LAYOUT** |
| FACILITY | Y/N | LAYOUT REQUIRED | EQUIPMENT (additional charges may be incurred for hiring equipment) |
| **Sports hall** |  |  |  |
| **Lounge & Kitchen** |  |  |  |
| **Meeting room** |  |  |  |
| **Whole centre** |  |  |  |

**CONFIRMATION**

You will be invoiced for your booking prior to the hire period commencing. For regular bookings, invoices will be sent a month in advance of your booking. Cheques should be made payable to: YMCA South Molton.

**PLEASE CHECK THE BOX BELOW:**

I have received a copy of YMCA South Molton’s Letting Agreement and I agree to abide by the conditions of hire.

Signed: ………………………………………………

Date: ………………………………………………

Position: ………………………………………………

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**FOR OFFICE USE ONLY:**

Booking approved by: …………………………………………………

Date: …………………………………………………

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| --- | --- | --- | --- |
| **FACILITY** | **HOURLY RATE (£)** | **LENGTH OF BOOKING** | **COST (£)** |
| Sports hall | 18 |  |  |
| Lounge & kitchen | 15 |  |  |
| Meeting room | 8 |  |  |
| Whole centre | 25 |  |  |
|   **BOOKING TOTAL**  |  |
| Number of bookings |  |
| Equipment costs (£) |  |
| Opening & cleaning costs (£) |  |
| Other costs agreed (£) |  |
| Sub-total (£) |  |
| Deposit received (£) |  |
| Total balance (£) |  |

|  |  |
| --- | --- |
| Receipt number |  |
| Bookers invoice number |  |
| Internal invoice number |  |
| Invoice date |  |
| Date payment received |  |