**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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** | | |
|  |  | |  | | |
|  |  | |  | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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: …………………………………………………

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |  |