

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:

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	

