



WEST END PARISH COUNCIL

The Parish Centre, Chapel Road, West End, Southampton, SO30 3FE
Tel: (023) 8046 2371 - Fax: (023) 8047 4147 E-mail: enquiries@westend-pc.gov.uk

BOOKING FORM

I / we wish to make the following booking with West End Parish Council, Chapel Road, West End, Southampton, SO30 3FE

FACILITY REQUIRED: MAIN HALL / SPORTS HALL / COMMITTEE ROOM /
(*please delete as appropriate) FIRE STATION (UPSTAIRS / DOWNSTAIRS)/ YOUTH CLUB /
TOWNHILL FARM COMMUNITY CENTRE - MAIN HALL/
TOWNHILL FARM COMMUNITY CENTRE - COFFEE LOUNGE

TYPE OF EVENT:

DATE (S):

TIME OF BOOKING(S): FROM: **TO:**

(NO LATER THAN 11.30 PM)

You will be let into the facility (and be expected to have vacated the facility) at the exact time of your booking above. It is important that setting up and clearing up time should be included in the times indicated above.

I/we enclose a deposit of **£25 (children's party)/ £75 (no alcohol) / £100** (*delete as appropriate)
Please make cheques payable to West End Parish Council.

Cancellation Policy - Deposits will be refunded as follows:

- 28 days prior to event - Full refund**
- 14 days prior to event - 50% refund**
- 7 days prior to event - Nil refund**

N.B. this deposit will be refunded no later than 14 days after the event, provided there is no damage to the area booked and the hall/room is left clean and tidy. An invoice for the full booking fee will be sent to you prior to the event, for which full payment will be required two weeks prior to the event.

Name, address and telephone number of Caterer (if appropriate). If self-catering please state "SELF CATERING":

.....
.....

Telephone Number: continued overpage/.....

Your personal data supplied on this form will be retained in order to maintain our records and accounts. Your personal data will be treated as strictly confidential and will not be shared with any third party and will be destroyed on completion of necessary audit procedures.

Name, Address and Telephone Number of bar provider (if appropriate). Bar provider to apply for TEMPORARY EVENTS NOTICE and send copy to West End Parish Council prior to event:

.....
.....

Telephone Number:

Name, Address and Telephone Number of DJ or Band (if appropriate):

.....
.....

Telephone Number:

N.B. Due to environmental health requirements, a noise limiter is fitted in the main hall of the Parish Centre, please ensure your DJ or band is aware.

I/we confirm that we have read and accept the terms and conditions of booking as set out in "Conditions of Hiring West End Parish Council Facilities". We understand that we are totally responsible for the area of the building booked during the booking and also for any accidents etc which may occur during the booking. West End Parish Council accept no responsibility for your actions during the period of the booking.

I / we have read and agree to abide by the Fire Safety Procedures as attached.

Signed: Print Name:

Address:
.....

Telephone: E-mail:

PLEASE COMPLETE THIS FORM AND RETURN IT TO THE WEST END PARISH COUNCIL OFFICE, TOGETHER WITH YOUR DEPOSIT, TO CONFIRM A BOOKING. PLEASE NOTE WE WILL ONLY ACCEPT BOOKINGS MADE AT LEAST 14 DAYS IN ADVANCE.

Your personal data supplied on this form will be retained in order to maintain our records and accounts. Your personal data will be treated as strictly confidential and will not be shared with any third party and will be destroyed on completion of necessary audit procedures.