

BOOKING REQUEST

Name		Organisation (if relevant)	
Address			
Telephone		Email	

Room(s) required indicate by a "X" against each room

Function Room Max No. 140		Meeting Room 1	
Meeting Room 2		Exhibition Space	
Type of event e.g birthday party, meeting, dance			
Day(s)/Date(s) required			
Start time		End time	
Access from time			
No. Adults attending		No. Children under 14	
Licensed Bar required Yes/No			
If Yes opening time		Last orders time Note: Latest is 23:20	
Catering – name of caterer or self cater			

I apply to hire the room(s) above at the Pye Green Community Centre for the above event. I have read and agree to abide by the Town Council's conditions of hire. I understand that giving false information or failing to observe the conditions of hire will lead to the booking being cancelled forthwith. **The Access time and end time is the exact time the caretaker will open and close the hall for your function with no leeway.**

Signed: _____ Date: _____

(Organisation: _____ where relevant)

Return the completed form to the address shown above together with your hire fee and deposit.
Cheques are made payable to Hednesford Town Council. Note: the booking will only take effect once you have received formal confirmation and a receipt of payment