

# WOOTTON COMMUNITY & SPORTS CENTRE

## Booking Form

Curtlee Hill, Wootton, Northampton. NN4 6ED - [www.woottonparishcouncil.gov.uk](http://www.woottonparishcouncil.gov.uk)

Telephone: 01604 705055 Email: [bookings@woottonparishcouncil.gov.uk](mailto:bookings@woottonparishcouncil.gov.uk)

Provisional bookings will be held for 7 days only from date of enquiry. If a booking form has not received within 7 days, the provisional booking will be removed from the diary without further notice.

Date of Hire	
Purpose of Hire	(Please state age if a Birthday party)
Hirers Name:	
Hirers Address:	
Postcode:	
E-Mail:	
Daytime contact:	Evening contact:
Where did you hear about the facilities at Wootton Community & Sports Centre: (a) website; (b) advertisement; (c) recommendation; (d) other (please specify) .....	

Hall required: (If our Hall/Rooms are used before or after the start and finish times an additional charge will be made)

Large Hall 120 (seated)
  Jubilee Room (30 seated)
  Meeting Room (16 seated)

Indicate on the Room Hire form if the Bar is required and all drinks are to be purchased at the bar. No hall hires after 9.30 pm on Sunday's and the Kitchen is not available for hiring

Times: Start ..... Finish ..... (These times should include setting up and clearing away please leave at least 30 minutes each way.)

Are you planning to have a bouncy castle? Please specify. (Only bouncy castles which will fit into our hall 16m/10m and ceiling height 3m) or if outside please consult with our Manager regarding weather or time of day.

.....  
If you are a Registered Charity what is your Charity Reg No.....

Please indicate how many people you expect to attend ..... Please advise if your numbers alter  
If a children's party then please indicated how many adults.....and number of children.....

**Insurance:** Hirers' Indemnity Insurance is held by the Centre and is included in your booking charge.

**DECLARATION:** By signing this application, I agree to the Council's charges, fees and other expenses incurred and I agree to comply with the Conditions of Hire and I have received a copy of the Fire Action Plan for Wootton Community & Sports Centre and can confirm that I have read the Fire Action Plan.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Please pay by Debit or Credit Card, Cheques (made payable to Wootton Parish Council) or Internal Bank Transfer  
our Bank Details are Unity Trust Bank Account No 20350646 & Sort Code 60-83-01

**OFFICE USE ONLY:**

Invoice No & Date	Amount	Deposit Paid	Date Paid

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## Cost of Room Hire Form

**Main Hall Hire:**

Hourly Private hire of Main Hall (party bookings/events) 25.00

Hourly Charity hire of Main Hall 12.50

Extension of hours 12.00am-1.00am(Music & Bar to finish at 12.30am) 50.00

(Please note blue tac and confetti is not permitted in the Hall)

18<sup>th</sup> & 21<sup>st</sup> Birthday Parties will incur extra Security Costs 200.00

Tables and Chairs – one off cost 16.00

Disposal of Rubbish 10.00

Drinks on Arrival (as per Bar Prices)

Tea and Coffee (as per our Bar Prices)

**Other Room Hire for Meetings:**

Hourly hire of Jubilee Room 20.00

Hourly hire of Meeting Room 18.00

Hourly Charity/Community hire of Meeting Room 7.00

**Hirers are not permitted to bring their own drinks onto the premises and will be asked to leave the premises if they do.  
Please note our kitchen is not for hire.**

HIRE & TIMES	NUMBER/HOURS	AMOUNT
Main Hall – indicate hours		
Bar required Yes/No		
Extension of Hours £50.00		
Hire of tables and chairs		16.00
Disposal of Rubbish		
	<b>TOTAL £</b>	

Any Further details i.e will a DJ be arriving? :

**Upon receipt of this signed booking form an invoice will be raised and emailed to you and then a 20% deposit is requested and full payment is due 14 days before the function date.**