



# Booking Form

## 1 Hirer's contact details

We need basic information about your hiring needs and details about how to contact you.

<b>Name:</b>	REQUIRED FIELD *
<b>Organisation/Group:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Email Address:</b>	REQUIRED FIELD *
<b>Website Address:</b>	
<b>Telephone Numbers:</b>	<b>Mobile:</b> REQUIRED FIELD * <b>Landline:</b> REQUIRED FIELD *
Are you happy for these details to be shared with members of the public? *	
	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

Existing hirer?		Yes	No	New hirer?		Yes	No
<b>Additional contact:</b>				<b>Invoice address:</b> (if different from above)*			
Name				Name			
Position				Position			
Tel No				Tel No			
Address				Address			
Email				Email			

<b>Purchase Order Number if applicable:</b>	
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## 2 Booking Requirements

For block bookings please complete one line only and state the day range.  
For weekly sessions state which day you require i.e. every Monday.

### Booking 1

Name of Activity/Event: .....

NOTE: Should you require up to three rooms for an event, please fill out pages 3/4. Should you require more than three rooms, please contact The Centre directly. Please include set up and clearing up times. Over runs will be charged for.

Day	Date(s)	Arrival	Departure	<b>i</b> Room Required	No. Attending

<b>i</b> Set up:	Banquet	Classroom	Conference	Reception	Theatre	Other	Empty

Select as many as required.

<b>i</b> Equipment:	Mics	Projector	Screen	Flip Chart	Other	Other	Other

General notes or specific requirements:

Select as many as required.

Licenses:	Film	PRS/Music	PPL Music

Catering Numbers/ Requirements:	Drinks AM	Drinks PM	Arrival	Lunch	Dinner

Catering notes:

## Booking 2 (if applicable)

Name of Activity/Event: .....

NOTE: Should you require up to three rooms for an event, please fill out pages 3/4. Should you require more than three rooms, please contact The Centre directly. Please include set up and clearing up times. Over runs will be charged for.

Day	Date(s)	Arrival	Departure	<b>i</b> Room Required	No. Attending

<b>i</b> Set up:	Banquet	Classroom	Conference	Reception	Theatre	Other	Empty

Select as many as required.

<b>i</b> Equipment:	Mics	Projector	Screen	Flip Chart	Other	Other	Other

General notes or specific requirements:

Select as many as required.

Licenses:	Film	PRS/Music	PPL Music

Catering Numbers/ Requirements:	Drinks AM	Drinks PM	Arrival	Lunch	Dinner

Catering notes:

### Booking 3 (if applicable)

Name of Activity/Event: .....

NOTE: Should you require up to three rooms for an event, please fill out pages 3/4. Should you require more than three rooms, please contact The Centre directly. Please include set up and clearing up times. Over runs will be charged for.

Day	Date(s)	Arrival	Departure	<b>i</b> Room Required	No. Attending

<b>i</b> Set up:	Banquet	Classroom	Conference	Reception	Theatre	Other	Empty

Select as many as required.

<b>i</b> Equipment:	Mics	Projector	Screen	Flip Chart	Other	Other	Other

General notes or specific requirements:

Select as many as required.

Licenses:	Film	PRS/Music	PPL Music

Catering Numbers/ Requirements:	Drinks AM	Drinks PM	Arrival	Lunch	Dinner

Catering notes:

## 3

**Declaration**

Please note that a booking is not confirmed until we have received a completed booking form and you have received confirmation back from the Centre Administrator.

<b>Signed:</b>	REQUIRED FIELD	*
<b>Date:</b>	REQUIRED FIELD	*
<b>Name (print):</b>	REQUIRED FIELD	*

**By signing this form I / we certify that:**

- I am over 18 years of age and have permission from any organisation listed on this form to make this booking on their behalf and sign this declaration.
- I have read and understood the Conditions of Hire, including the Privacy Notice, relating to the booking of the Clay Farm Centre and accept responsibility for observance of these conditions.
- We acknowledge an invoice payment will normally be sent after the booking and will include any equipment or catering required during the booking. Please note for one off bookings payment is required in advance.
- We will make the payment as instructed on the invoice.
- I accept that at least 14 days' notice is required, in writing, to cancel any booking otherwise the full cost of that booking will be charged (and 28 days' notice is required to cancel a block booking arrangement).
- I hereby indemnify Cambridge City Council against all claims in respect of injury, loss or damage (including damage to the premises) arising from this hire.