



Address / Registered office
Blackthorn Community Centre
Longmead Court
Blackthorn
Northampton
NN3 8QD

Company No: 7087848
 Charity No: 1107071

Tel: **01604 411166**
www.blackthorncommunity.org.uk
 Email: information.support@blackthorncommunity.org.uk

Booking Form

Name of the Hirer/Organisation:		
Charity Registration Number:		
Address:		
Contact Name:		Telephone No:
		Mobile No:
Email Address:		
Purpose of Hire:		No of Sessions:
Day(s)	Date(s)	Times
*Room required please circle: Training Room / Main Hall / Consultation Room or The Lounge in the Family Centre		Cost:
Approximate No. of people attending		
Optional Extras please indicate below		
Kitchen required for food preparation	£20.00 per session	Yes / No
Others resources, please indicate:		
Interactive White Board (Training room only)	£10.00 per session	Yes / No
Projector + Extension Lead	£10.00 per session	Yes / No

All room bookings include chairs and tables available to the centre.

Declaration:-

I have read and agree to observe the ***Terms & Conditions of Hire and Building Security Policy.**

I confirm that I am over 18 years.

Signature of Applicant:
Date:
Position held in organisation (if applicable):

NOTE:

Sessional bookings will be invoiced during the month of hire and require a £30.00 non-refundable deposit. Payment terms are 14 days from the date of invoice, and all one off events should be paid in full before booking can be accepted. Accepted payments are cash or cheque made payable to Blackthorn Good Neighbours. Please state booking reference where possible.

Invoice Address

(if different from your contact details on page 1)

For internal use only:	Ref:	
	Total:	
	Invoice Raised:	
	Payment Received:	Deposit Received:
	Signed:	
	Caretaker booked for opening Y/N closing Y/N	