



Trinity Centre Booking Form

53 Christchurch Road, Ringwood. BH24 1DH

Email: contact@trinityringwood.co.uk

website: www.trinityringwood.co.uk

Welcome to Trinity Centre, part of Trinity United Church. We hope that we will be able to accommodate your booking in our busy schedule. Please contact the Centre office for any enquiries and check our What's On page for availability. Please complete this form as thoroughly as possible. Thank you.

Name											
Organisation											
Address											
	Postcode					Telephone number(s)					
Email											
Start Time (including setup)					End Time (including pack down)						
Start Date					End Date						
Purpose of booking											
Frequency of booking	Weekly			Bi-Weekly			Monthly				
	Fortnightly			Yearly			One-Off event				
	Other. (Please state frequency)										
Rooms required	Main Hall			Meeting Room 1			Meeting Room 2				
	Meeting Room 3			Church Sanctuary			Vestry				
	Foyer			Outside play area			Kitchen				
Equipment (Please note: some equipment is subject to charges or hire fees)	Flipchart / whiteboard			Projector			Projector screen				
	Flipchart paper			Flipchart pens			Whiteboard pens				
	Tables			Chairs			Sound system				
	Other, (please state)										
Age range of participants				Max number participants:				No. Adult Supervisors			
Liability insurance	Does your event / organisation have liability cover?							Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Responsible person

The person leading your activity who will be responsible for ensuring fire & safeguarding procedures are followed

Name					Organisation				
Address					Telephone				

Invoicing Details

As above?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Please give details of who to invoice below						
Name											
Organisation											
Address											
Postcode					Telephone number(s)						
Email											
Order number / authorization code or No.											

Bookings are invoiced at the end of each calendar month and should be paid within 30 days

Declaration: I have read and understood the accompanying information 'Fire Emergency Plan for Hirers' and 'Home Office Code of Practice Safe from Harm Guidelines' with regards to safeguarding and agree to the conditions of hire. GDPR: Please see our website as above for our *Data Protection Policy*.

Signature

Print Name

Date