



Wesley Centre Booking Form

33a Christchurch Road, Ringwood. BH24 1DN

Email: contact@trinityringwood.co.uk

website: www.trinityringwood.co.uk

Welcome to the Wesley 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 venue availability. Please complete this form as thoroughly as possible. Thank you.

Your Details (Details of the person making the booking)

Name											
Organisation											
Address											
	Postcode					Telephone number(s)					
Email											
Start Time <i>(including setup)</i>					End Time <i>(including pack down)</i>						
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						Lower Hall				
	Ground Floor Kitchen						First Floor Kitchen				
Equipment <i>(Please note: some equipment is subject to charges or hire fees)</i>	Flipchart / whiteboard						Projector				
	Flipchart paper						Flipchart pens				
	Tables						Chairs				
	Other, (please state)										
Age range of participants				Max number participants:						No. Adult Supervisors	
Liability insurance	Does your event / organisation have liability cover?								Yes	No	

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	No	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: