



# Trinity Centre Booking Form

53 Christchurch Road, Ringwood. BH24 1DH

Email: [contact@trinityringwood.co.uk](mailto:contact@trinityringwood.co.uk) website: [www.trinityringwood.co.uk](http://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		Tel/Mob							
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			
		Other, (please state)							
Equipment <i>(Please note: some equipment is subject to charges or hire fees)</i>		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		No	
Responsible person <i>(The person leading your activity who will be responsible for ensuring fire &amp; safeguarding procedures are followed)</i>									
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