

Havelock Community Centre booking form – for private bookings and one-off events.

Name: _____

Address: _____ Postcode: _____

Telephone: _____

Email: _____

1. (a) Date(s) centre is required _____
 (b) Time(s) Centre will be required (including time necessary for setting-up
 And clearing away):
2. Will the event be open to the public? Yes No
3. Are you planning to charge people to take part? Yes No
4. Details of activity/group/event for which you would like to use the Centre for:

5. What is the maximum number of people who will be attending the function/activity? Please state _____ Please sign to agree

Please note the hire rate depends on the number of people attending your booking. Please see enclosed hire charges for details. **If more than the maximum number have attended your function, than you have stated, THIS WILL RESULT IN THE LOSS OF YOUR DEPOSIT**

6. **Alcohol**
 Will alcohol be *served* at the function/activity? Yes No
 Please note there is no selling of Alcohol on the premises under any circumstances

7. **Music**
 Please indicate which of the following forms of music you will be using at the Function/activity (if any):

	Yes	No	Please sign to agree Which option you require
Recorded Music (e.g. cassettes, c.d.'s)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Amplified Music (i.e. Disco)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Live Music	<input type="checkbox"/>	<input type="checkbox"/>	_____

(Subject to the centre manager agreement)

Karaoke _____
 Other (please specify) _____

If you have answered "YES" to any of the above please refer to Clause 20 of 'General Rules and Condition for the Hire and Use of the Centre'.

If amplified music is used without authorisation, your deposit will be withheld.

SOME OF THE FOLLOWING QUESTIONS MAY NOT APPLY TO YOU IF YOU ARE APPLYING TO USE THE CENTRE FOR A PRIVATE, SOCIAL EVENT. PLEASE STATE N/A IF THE QUESTIONS DON'T APPLY.

9 (a) If you are booking for a group does it have:

	Yes*	No
A constitution	<input type="checkbox"/>	<input type="checkbox"/>
Aims and objectives	<input type="checkbox"/>	<input type="checkbox"/>
Equal opportunities policy	<input type="checkbox"/>	<input type="checkbox"/>
Financial statement/accounts	<input type="checkbox"/>	<input type="checkbox"/>

(b) Are you a charitable organisation

(c) Do you have a child protection policy to work with children?

* If yes please provide a copy of these

10. Does your group have a management committee? Yes No

If "yes", please provide us with names and addresses of any officers.

11. Have you run this activity before? Yes No

If "yes", please give details – include where & when:

12. Please tell us about any qualifications or experience that you or others involved have that relates to running this group/activity/event: Please give details of the qualifications below that relates to your class.

13. How is your group/activity funded? -

14. Do you have an insurance policy covering public liability? Yes No

If 'yes' what is the level of cover it provides? £ _____

15. Please provide us with the names and addresses of two people who would be able to tell us about your group or your use of a community building in the past (e.g. community centre manager, member of management committee of a building you have used)

a) Name: _____
Address: _____

b) Name: _____
Address: _____

In what capacity are they known?

I confirm that I am over 18 years of age, have read the enclosed Regulations and Conditions of Hire, and that the activity for which I am applying to use the Community Centre will not contravene these.

Signed:

Date:

Authorised Signature of Havelock Community Centre
Please return to
Paul Carter
The Facilities Manager for The Havelock Centre
The Beethoven Centre
174a Third Avenue
Queens Park
London W10 4JL
Tel: 0208 969 5881
Email paul.carter@a2dominion.co.uk