**CONTRACT**

**Hiring of Dunmurry Community Centre**

**Fullerton Park, Glenburn Road**

|  |  |
| --- | --- |
| **NAME OF EVENT** |  |

|  |  |
| --- | --- |
| **DATE & TIME OF EVENT** |  |

|  |  |
| --- | --- |
| **Name of client** |  |

|  |  |
| --- | --- |
| **Address of client** |  |
|  | |

|  |  |
| --- | --- |
| **Contact telephone number** |  |

|  |  |
| --- | --- |
| **Contact email address** |  |

|  |
| --- |
| **Please tell us all about your event:** for example the number of people attending |
|  |

Users of the Community Centre have full access to the kitchen facilities.

**Please return completed form alongside a signed terms and conditions to** [**dunmurryca@gmail.com**](mailto:dunmurryca@gmail.com)

# Terms and conditions

* We require a £10 deposit (non-fundable) to book your event in and this needs done the day of your booking
* This deposit will be deducted from your total balance
* Deposits can be paid in CASH or through bank transfer, the details will be at the bottom of this form
* It is £40 for the first 2 hours then £5 per additional hour
* Once your deposit is paid we can book this in and provide your remaining balance
* Your remaining balance is to be paid 24 hours before your event via bank transfer or CASH
* Please fill in the form correctly including times allowing yourself enough time to set up for your event and clean up after
* Please arrive on time as the hall is run by volunteers and therefore do not get paid for opening or closing so please be respectful of them
* We ask that you bring your own trash bags and dish clothes for cleaning
* The hall **MUST** be cleaned before departure and waste removed.
* Please report any accidents or incidents to staff/ key holder or via email
* If the hall is not clean on your arrival please inform us via email with photos
* Please turn off all lights and close all windows after your event

SIGN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name : Dunmurry community association

Account: 83002088 sort code: 98-05-90