



Aghaloo Community Centre Booking Form

Instructions

The person completing this form shall be considered the hirer and if hired on behalf of an organisation (society or club) then such organisation (society or club) shall be considered to be jointly and severally liable with the hirer. *Once completed please return this form to mail@aghaloocommunity.com along with supporting documents.*

Hirer Details

Group / Organisation Name		Address inc. postcode:	
Name of Hirer		Mobile	
Telephone		Purchase Order Reference	
Email Address			

Description of Event						
Period of Hire						
		Single Hire		Block Booking > 3 sessions		
Date (From - To)						
Time (From - To)						
Hirer Category (Commercial / non-profit) - please tick						
Individual	Commercial	Group	Charity	Government	School	Other

	Please Tick	Any other Repevant Details
Whole Building		
Main Hall		
Committee Room		
Entrance Hall/Foyer		
Kitchen		
Stage		
Chairs		
Projector		

Please confirm by ticking the appropriate box(s) documents which apply to your booking

License for Alcohol		Commercial Hirer Insurance		Risk Assessment of Activity	
Performance License		Vulnerable Adults or Children Policy		Insurance Cover	

Signature

Signature of the Person Submitting this Form

Name

Name of the Person Submitting this Form (print)

Date of Signature

Booking

No. (office user only)

Submission of this form confirms agreement and adherence to our Standard Conditions of Hire.