



Preston Mall Youth & Community Centre  
May Lane, The Mall, Kenton, HA3 9TX  
Email: [pmycc22@gmail.com](mailto:pmycc22@gmail.com)

## BOOKING FORM

Please complete this form in full and return to: [pmycc22@gmail.com](mailto:pmycc22@gmail.com)

### Section 1: Hirer & Event Details

Hirer Full Name / Organisation:	
Contact Phone:	
Contact Email:	

### Section 2: Hire Date and Timing

Purpose of Hire:	
Date of Hire:	
Start Time:	
End Time: 23:00pm	

### Section 3: Your Booking Options:

Details	Availability	Weekday (£)	Weekend (£)	Total
		Per Hour	Per Hour	
Hall, Kitchen, Bar	<b>Weekday:</b> Monday to Friday 5pm <b>Weekend:</b> Friday 5pm - Sun 23:00pm	50	75	£
Bring Own Alcohol	Bring your own alcohol? (Corkage)	350	- Yes / No	£
Chair/Table Set -Up	Own Set-Up		Use PMYCC	

The PMYCC have discretion to agree a reduced rate if the Hirer has charitable status or is hosting an event which we consider may warrant a reduction in the overall cost of the Hire – for example a targeted community event.

By signing below, I confirm agreement to the PMYCC Terms and Conditions of Hire and agree to the following key financial terms:

1. Pay the **Booking Fee / Deposit** of £200 to secure the hire.
2. Pay the **Balance of the Hire Charge** **14 days** before the date of hire.
3. The following fees may be deducted from my **Security Deposit**:
  - **Over-run Fee:** Up to £25 for every 20 minutes past the agreed End Time.
  - **Excessive Cleaning Fee:** £100 (e.g. for deep clean).
  - **Damage/Loss:** Full cost of repair or replacement to damage caused during the event.

Hirer Signature:	Bank Transfer Payment Details:
Date:	<b>Bank:</b> Barclays Bank <b>Account:</b> Preston Mall Youth & Community Centre <b>Sort Code:</b> 20-92-60 <b>Account Number:</b> 00745499