



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

BOOKING FORM

Please complete this form in full and return to: 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 (£) Per Hour	Weekend (£) Per Hour	Total
Hall, Kitchen, Bar	Weekday: Monday to Friday 5pm Weekend: Friday 5pm - Sun 23:00pm	50	60	£
Bring Own Alcohol	Bring your own alcohol? (Corkage)	400	- 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:	Bank: Barclays Bank: Account: Preston Mall Youth & Community Centre: Sort Code: 20-92-60 Account Number: 00745499