



# BOOKING FORM FOR REGULAR HIRERS

NAME OF HIRER.....

NAME OF ORGANISATION (IF APPLICABLE) .....

ADDRESS .....

EMAIL ADDRESS ..... TELEPHONE NUMBER .....

DATE/MONTH	DAY OF WEEK	ENTRY TO HALL TIME IN	EXIT HALL TIME OUT	TOTAL NUMBER OF HOURS

Please make sure you include adequate time for set up/clear down when you calculate hours required.

PURPOSE/DESCRIPTION OF HIRE: .....

APPROXIMATE NUMBER OF ATTENDEES FOR EACH SESSION: .....

Hourly Rate = £14.00 per hour - discretionary discount applied at booking for charity organisations.

**If the Covid 19 Cleaning Contract has not been strictly adhered to then there will be a charge of £25. Failure to pay will result in immediate cancellation of all future bookings.**

## YOUR CONTRACT

Number of hours required ..... @ £14 = £ .....

Cleaning Required on Exit ..... @ £25 = £ .....

**TOTAL AMOUNT PAYABLE = £ .....**

## TERMS OF PAYMENT

Monthly Standing Order \* Cheque \* Cash \* Bank Transfer

Bank details: Lloyds Bank Sort Code 30-93-18 Account No. 17851268

## TERMS OF CANCELLATION

**Block booking will result in NO refund being issued up to and including an 8 week period.**

**THE HIRER HEREBY ACCEPTS ALL THE TERMS AND CONDITIONS OF HIRE AS DETAILED ON PAGES 1 & 2**

Sign: ..... Date: .....

Organisation: ..... Job Title: .....

Accepted on behalf of TPHP. Signed ..... Date .....