



**PETERSFIELD COMMUNITY CENTRE**  
 Love Lane, Petersfield, Hampshire GU31 4BW Tel: **01730 262081**

Office open Mon-Fri 9.00-12.30 email: [contact@petersfieldcommunitycentre.org.uk](mailto:contact@petersfieldcommunitycentre.org.uk)

## BOOKING FORM

|  |  |                              |  |              |  |
|--|--|------------------------------|--|--------------|--|
| Name   |  |                              |  | Date of Hire |  |
| On behalf of (if applicable)                         |  |                              |  |              |  |
| Address  |  |                              |  |              |  |
| Email  |  |                              |  |              |  |
| Address or email for invoice If different from above |  |                              |  |              |  |
| Tel no.  |  | Hire time from               |  | Hire time to |  |
| Purpose of hire                                      |  | Approximate number attending |  |              |  |

### ROOM(S) REQUIRED (please tick)

|                          |                          |                          |                          |                             |
|--------------------------|--------------------------|--------------------------|--------------------------|-----------------------------|
| Main Hall*               | Club Room*               | Kitchen                  | Committee Room           | Exhibition Room with galley |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>    |

\*If booking main hall/club room together, do you want the rooms combined to make one big hall? YES/NO

Other Equipment needed (specify):

Do you intend to sell alcohol or provide it to anyone who has paid for admission to your event YES/NO  
 If so, the hirer is responsible for obtaining a Temporary Event Notice (TEN) from EHDC.

**Please contact the office in the week before your hire date to see whether you need to collect a key to the Centre.**

### AGREEMENT AND UNDERTAKING

I have read the Conditions and Terms of Hiring and hereby agree to abide by them. In the event of any infringement, I will accept full responsibility and agree to indemnify the Petersfield Community Association against all actions, costs or claims arising out of any accidents which may occur on the premises during their use by us providing the same is not due to any negligence on the part of the Association or its Committee.

Signed

Date

(Completing and returning this section electronically to the PCA confirms acceptance of the Conditions of Hiring)

*NB: This form will be retained for administrative reasons for up to 3 years after the end of the current financial year. Details will be held securely and confidentially and not shared with any third parties*

### PRICES and INVOICES to follow (payment to be made a month before hire date)

For Office Use: Invoice Number.....Sent.....Paid.....