



HOUSE IN THE Basement

HIRE / BOOKING FORM

Date Required													
Start Time													
Finish Time													
Number of Hours													
Agreed cost	£												
Name of Organisation:													
Address for Invoicing:													
Contact's Name:													
Telephone Number (s):													
Email:													
Type of event:													
Number expected to attend:													
HOUSE in the Basement includes use of the main room, corridor and toilets. Keys for the building will not be provided to hirers													
Additional Facilities required	<table> <tr> <td>Music system</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Computers</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Kitchen facilities</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>*Pool Table</td> <td>YES</td> <td>NO</td> </tr> </table> <p>*written permission to be obtained in advance</p>	Music system	YES	NO	Computers	YES	NO	Kitchen facilities	YES	NO	*Pool Table	YES	NO
Music system	YES	NO											
Computers	YES	NO											
Kitchen facilities	YES	NO											
*Pool Table	YES	NO											

I agree to the terms and conditions for the hire of the HOUSE in the Basement Youth Café.

Signed Dated

Printed.....

Please retain a copy of this form for your own records.