

## BOOKING FORM

### YOUR DETAILS

Name:	
Organisation & authorised representative (if applicable):	
Address:	
Phone no:	
Email:	

### EVENT DETAILS *Setting up and clearing away time should be included in your hire period. Please allow sufficient time.*

Nature of Event:			
Date(s) Required:			
Timings:	Entry:	Departure:	
Total Time (hours):			
Which Space is Required? *	Whole Hall:	East Hall:	West Hall:
<i>* The hub can be divided into two sections by closing the acoustic wall divider. Our pricing structure allows users to hire the whole hall (max. 126 persons), or either the "east" hall (approx. two thirds of the building, max. 72 persons) or the "west" hall (approx. one third of the building, max. 54 persons) depending on the size and scale of your event.</i>			
Numbers Attending:	Adults:	Children:	

### Barrowden Community Hub

Wakerley Road, Barrowden, Oakham, LE15 8EP

Email: [info@barrowdencommunityhub.co.uk](mailto:info@barrowdencommunityhub.co.uk) | Website: [www.barrowdencommunityhub.co.uk](http://www.barrowdencommunityhub.co.uk)

Registered charity no. 1199981

## FACILITIES CHECKLIST

Will you employ a caterer?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Applicable
Will you use the full kitchen?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Applicable
Will you use the crockery &/ cutlery?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Applicable
Will you use only tea &/ coffee making facilities?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Applicable
Will food be served?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Applicable
Will alcohol be served?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Applicable
Will you require cleaning of the hall following your event? (must be arranged in advance)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Applicable
Will tickets be sold for your event?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Applicable
Will you have live / recorded music?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Applicable
Will you use the Audiovisual package? (note 1)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Applicable
Will you use the PA package? (note 2)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Applicable
Will you use the combined package? (note 3)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Applicable
Will you use the portable projector?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Applicable
Will you be exhibiting film or streaming an event?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Applicable
Will you require artwork display equipment?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Applicable
Will you require the stage?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Applicable
Will you use a bouncy castle / inflatables?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Applicable

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## CHARGES

Hire fee	£ <i>refer to pricing page</i>	<b>Please make payment to:</b> Bank: HSBC Account Name: Barrowden Village Hall Account No: 30132837 Sort Code: 40-43-05  Payment must be made in advance
Deposit	£ <i>100 if required</i>	
Total Payable	£ <i>please insert total here</i> <i>(we will confirm via email return)</i>	

## Your Bank Details (For returning deposit)

Account Name:	
Account No:	
Sort Code:	

## TERMS & CONDITIONS

By completing this Booking Form, I confirm I have read and understood the full Standard Conditions of Hire, the Hire Agreement and the Hub User Guide (all are available for reference on the Barrowden Community Hub website)	
Signed (Hirer):	Date:
Signed (On behalf of BCH):	Date:
Booking Reference:	

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## PRICING

HIRE CHARGES	Barrowden & Wakerley Residents	Non-Residents
Whole Hall (per hour)	£15	£20
East Hall (per hour)	£12	£16
West Hall (per hour)	£10	£14
Day Rate (8 hours)	£100	£150

ADDITIONAL CHARGES	Barrowden & Wakerley Residents	Non-Residents
Full kitchen use / catering	£50	£100
Tea &/ coffee making facilities	£5	£8
Crockery &/ cutlery use	£5	£8
Extra cleaning charge (per hour)	£20	£25
Audiovisual package (note 1)	£10	£15
PA package (note 2)	£5	£10
Combined package (note 3)	£15	£25
Portable projector	£5	£10

### Notes

1) Audiovisual Package comprises, projector, screen, DVD player, AV receiver, with full cinema surround sound but without PA facilities. Used for films, presentations, recorded music playback, event streaming (subject to licencing).

2) PA Package comprises two portable speaker units on stands with radio microphone and bluetooth connectivity for recorded music playback. Can be used as a pair or individually. Used in conjunction with Audiovisual package or portable screen and projector for presentations or on its own for exercise classes, talks etc.

3) Combined package is 1 & 2 above.

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