



WESLEY CENTRE

contact@trinityringwood.co.uk
www.trinityringwood.co.uk

BOOKING FORM

Christchurch Rd
Ringwood
BH24 1DH
01425 461440

Welcome to Wesley Centre, part of Trinity United Church. We hope that we will be able to accommodate your booking in our busy schedule. Please contact the Centre office for any enquiries re room availability, rates of hire, or any information that you require. Please complete this form as thoroughly as possible. Thank you.

Your Details *(Details of the person making the booking)*

Name			
Organisation			
Address			
Post Code		Telephone Number(s)	
Email			

Booking Details

Start Date		End Date	
Start Time <i>(including Setup)</i>		Finish Time <i>(including Pack-down)</i>	
Frequency Of Booking	<input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> One Off <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other:		
Rooms Required	<input type="checkbox"/> Upper Hall <input type="checkbox"/> Lower Hall <input type="checkbox"/> Wesley Church		
Other Requirements	<input type="checkbox"/> Kitchen <input type="checkbox"/> Flipchart <input type="checkbox"/> Other: <input type="checkbox"/> OHP		
Nature of Use <i>(Give a brief description of intended activity)</i>			
Age Range of Participants		Max No. of Participants	No. of Adult Supervisors
Liability Insurance	Does your event/organisation have liability cover?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Responsible Person

The person leading your activity who will be responsible for ensuring fire & safeguarding procedures are followed

Name		Organisation	
Address		Telephone	

Invoicing Details

As 'Your Details' Above?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Please give details of who to invoice below)</i>		
Name			
Organisation			
Address			
Post Code		Telephone Number(s)	
Email			
Order No./Authorisation code or No.			

Bookings are invoiced at the end of each calendar month and should be paid within 30 days.

Declaration

I have read and understood the accompanying information 'Fire Emergency Plan for Hirers' and 'Home Office Code of Practice *Safe from Harm* Guidelines' with regards to safeguarding and agree to the conditions of hire. GDPR: Please see our website, as above, for our *Data Protection Policy*.

Signature

Print Name

Date