



Pottery Bank Community Centre Ltd

Yelverton Crescent, Walker

Newcastle upon Tyne, NE6 3SW

Tel: 0191 224 2349

Email: info@potterybankcc.co.uk

Registered Charity No: 1150674

Registered in England, Company No: 8172955

www.potterybankcc.co.uk

PBCC ROOM HIRE BOOKING FORM – BUSINESS

NAME OF ORGANISATION/GROUP:	
CONTACT NAME:	
ADDRESS:	
POST CODE:	TELEPHONE:
MOBILE:	EMAIL:
PURPOSE OF BOOKING:	
ROOM REQUIRED:	NUMBER OF PEOPLE:
ROOM LAYOUT:	
DATE(S) REQUIRED:	NUMBER OF SESSIONS:
START TIME:	FINISH TIME:
PLEASE BE AWARE THAT THE TIME YOU HAVE ALLOCATED FOR YOUR BOOKING IS THE TIME YOU NEED TO VACATE THE ROOM. PLEASE ENSURE THAT YOU HAVE ALLOWED SUFFICIENT TIME FOR YOUR MEETING!	
EQUIPMENT: PLEASE BRING YOUR OWN EQUIPMENT, IF REQUIRED	
REFRESHMENTS REQUIRED: YES / NO* *PLEASE DELETE AS APPROPRIATE	
TEA & COFFEE: NO OF SERVING:	TIMES:
BOTTLED WATER: No's:	CARTONS OF JUICE: No's:
LUNCH REQUIRED: YES / NO*	TIME:
SANDWICHES:	
(PLEASE ADVISE OF ANY SPECIFIC DIETARY REQUIREMENTS AT TIME OF BOOKING)	
ANY OTHER REQUIREMENTS:	
NAME & ADDRESS FOR INVOICE (IF DIFFERENT FROM ABOVE):	
PLEASE SEE OVER FOR OUR TERMS & CONDITIONS OF HIRE:	

TERMS & CONDITIONS OF HIRE:

1. All New Service Users are required to pay a 50% deposit on confirmation of their first booking. Then the balance invoice will be sent by email or to the postal address on this form, after the booking date and payment should be made within 14 days of date of invoice.
2. £30 additional charge for evening and weekend bookings for cleaning etc
3. Cancellation - A Cancellation fee of 50% of the total hire charge is due if booking is cancelled 7 days prior to the hire date. However if cancelled within 24 hours of date then total hire charge will be invoiced. Additional charge for Evening/Weekend hire (please ask for more information)
4. Any damages to premises and/or equipment during the hire period will be charged
5. Please do not stick anything to the paint work, if your wish to hang papers, please use sellotape and hang to the window/glassed areas or patrician doors. Any damages to equipment, building/walls or paintwork during the hire period will be charged for.
6. All hirers must abide by Pottery Bank Community Centre's No Smoking Policy and Health & Safety Guidelines
7. Housekeeping, Ground Rules & COVID-19 Guidance information **attached** and please **complete the monitoring / NHS Test & Trace form** and return to reception at the end of the session.
8. By you ✓ this box you are **consenting** to us **storing your information** for the purposes of **hiring a room and monitoring**. We keep your personal data for no longer than reasonably necessary and only for a period of time that you are a service user of Pottery Bank Community Centre or in order to provide you with information about our services or until you OPT out. **Also for NHS Test & Trace sharing, information will be kept for a minimum of 21 days.**
9. To help comply with **GDPR** consent requirements, we need to confirm that you would like to receive information from us. We promise that we will only send you information about Pottery Bank Community Centre's services and events. By you ✓ this box you consent to **Pottery Bank Community Centre** sending you relevant information in any format.
10. You may OPT out of us storing and sending you information at any time by contacting: info@potterybankcc.co.uk or Pottery Bank Community Centre, Yelverton Crescent, Walker NE6 3SW – 2242349 – **PBCC PRIVACY STATEMENT IS AVAILABLE**

KEY HOLDER: YES / NO* *PLEASE DELETE AS APPROPRIATE	
SIGNATURE:	DATE BOOKING MADE:
OFFICE USE ONLY:	
AUTHORISED BY:	NAME:
INVOICE AMOUNT:	DATE INVOICED:
DEPOSIT TAKEN:	DEPOSIT RETURNED:
NAME OF PERSON OPEN BUILDING:	NAME OF PERSON TO CLOSE BUILDING: