



**Bilston  
People's  
Centre**

Wolverhampton Street  
Bilston  
Wolverhampton  
West Midlands  
WV14 0LT

Please return completed form to  
[trisha@bilstonpeoplescentre.org.uk](mailto:trisha@bilstonpeoplescentre.org.uk)

Enquiries: 01902 402273

## ROOM HIRE BOOKING FORM

### Details of individual requesting room hire:

Name			
Address			
Email		Tel:	

### Event details:

Date room required:		Hire times	From:	to:
Purpose of room hire:		Numbers expected:		

### Room(s) required (please select):

Excel Hall	<input type="checkbox"/>	£30.00 per hour
	<input type="checkbox"/>	£40.00 room set up fee*
		*Applicable to all bookings requiring a room layout other than theatre style (Excel hall only)
BPC Main Hall	<input type="checkbox"/>	£20.00 per hour
BPC Upstairs Hall	<input type="checkbox"/>	£17.00 per hour
Meeting room	<input type="checkbox"/>	£12.00 per hour
Counselling room	<input type="checkbox"/>	£12.00 per hour

### Equipment hire (if applicable):

Bouncy castle (for children 5 years and younger)	<input type="checkbox"/>	£20.00 per day
Projector (Excel Hall)*	<input type="checkbox"/>	£50.00 per day
*Cordless microphone with PA System included free of charge with this option (Excel hall bookings only. Excludes music events.)	<input type="checkbox"/>	£30.00 per half day
Projector (BPC Hall)	<input type="checkbox"/>	£20.00 per day
	<input type="checkbox"/>	£15.00 per half day
Portable PA System/Bluetooth Speaker	<input type="checkbox"/>	£15.00 per event

### Music events – Equipment hire (subject to availability):

PA System, Specialist Lighting & Microphones	<input type="checkbox"/>	£100.00 per day
	<input type="checkbox"/>	£60.00 per half day
Technical support*	<input type="checkbox"/>	£15.00 per hour
*Mandatory when PA System is being hired		No. hours required: <input type="text"/>

**Rubbish disposal** (Hirers are expected to take their rubbish away with them. We can dispose of this rubbish for you at an additional charge. Please see the terms and conditions of hire for more information):

I will leave my rubbish on-site and pay the surcharge	<input type="checkbox"/>	£20 rubbish disposal surcharge
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**Catering required (if applicable):**

Unlimited Tea/Coffee/Fruit Cordial	<input type="checkbox"/>	£1.25 per head
Unlimited Tea/Coffee/Fruit Cordial & Biscuits	<input type="checkbox"/>	£1.75 per head
Cold/Hot Lunch	<input type="checkbox"/>	Price upon request

**Any other requests or comments:**

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**Declaration:**

<b>Total charges payable*:</b> <small>*All bookings require a £50 returnable indemnity deposit in addition to the applicable booking charges. Please see terms &amp; conditions for further information.</small>	£
<b>Amount enclosed or already paid:</b>	£
<b>Payment method:</b>	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> BACS Transfer* <small>*BACS Details:          Bilston People's Centre          HSBC          Account No.: 22867885          Sort code: 40-47-11</small>
<b>Remaining balance payable*:</b> <small>*At least 7 days before the event date.</small>	£

I have read and fully understand the terms and conditions of hire and take full responsibility in abiding to those that apply for the duration of my event. Please note, you will be required to sign a separate disclaimer if you are hiring the bouncy castle.

<b>Signed:</b>	
<b>Name:</b>	
<b>Date:</b>	

Please return this form to the Centre Manager or via email to [trisha@bilstonpeoplescentre.org.uk](mailto:trisha@bilstonpeoplescentre.org.uk)  
 Alternatively, post the form to the address given above.

Please ensure the form has been signed before returning. Thank you.