



Excel Church - Wolverhampton Street – Bilston - WV14 0LT - 01902 402273

trisha@bilstonpeoplescentre.org.uk

ROOM HIRE BOOKING FORM

1. Details of individual or organisation requesting room hire:

Name			
Address			
Post code		Telephone	
Email		Mobile	

2. Room(s) required (please tick):

- | | | |
|--|--------------------------|------------------|
| BPC Hall | <input type="checkbox"/> | £18.00 per hour |
| BPC Upstairs | <input type="checkbox"/> | £15.00 per hour |
| Church Hall | <input type="checkbox"/> | £20.00 per hour |
| Counselling Room/
Office | <input type="checkbox"/> | £12.00 per hour |
| Projector (BPC Hall) | <input type="checkbox"/> | £20.00 per day |
| Projector (Church Hall) | <input type="checkbox"/> | £50.00 per day |
| PA System, Specialist Lighting & Tech
Support | <input type="checkbox"/> | £75.00 half day |
| | <input type="checkbox"/> | £150.00 full day |

3. Catering required (if applicable):

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

4. Date room required:

5. Times room hire required: from..... am/pm to..... am/pm

6. Purpose of room hire.....

7. Will an admission fee or collection fee apply?

8. Numbers expected

Declaration

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.

Total charges payable: £.....

I have enclosed payment of £..... for *deposit/full payment of all hire charges. *delete as appropriate

Cash Cheque BACS

Signed.....

Name.....

Date.....

<u>BACS Details:</u>
Bilston People's Centre
HSBC
Account No.: 22867885
Sort code: 40-47-11

Please return this form with deposit or full payment to Bilston People's Centre.

Booking accepted by staff member.....

For Office Use Only

Room hire £..... Projector £..... Light/Sound £.....

Catering: £..... No. People T/C T/C/B Hot Cold Veg/Vegan/GF

Special Requirements:.....

Caterer Booked on..... £.....

RETURNABLE deposit amount: £.....

Returned Date: Withheld £

Reason.....

Deposit paid: £ Total amount due: £

To be invoiced for £ on (date)

Remaining amount £ received on (date)