

**SOUTH BOOKHAM SPACE - OCCASIONAL BOOKING FORM**

Following (i) acceptance by **South Bookham SPACE Ltd. (SBS)** and (ii) payment by the **Hirer** of the **Total Hire Charge** specified below and (iii) provision of the **Security Deposit**, this will constitute an agreement between SBS and the Hirer whereby SBS permits the Hirer to use the specified parts of South Bookham SPACE on the Date and Times and for the Purpose specified below, subject to its **Conditions of Hire**, which should be read.

Please complete in clear, capital letters.

Name of Hirer: ..... Address .....

.....

Home Tel. No.: ..... Mobile Tel. No.: .....

Email address: .....

Date of Hire: ..... Day of the week.....day. Times: from ..... to .....

(N.B. This must include setting up and clearing up time as another booking may precede or follow your hire.)

Purpose of Hire: .....

**SPACE** includes use of the sports hall, lobby, kitchen and toilets (an inventory of the kitchen equipment is available on our website). Chairs and tables are available for up to 60 people.

**Outer SPACE** includes use of the multi-use games area including floodlights and changing rooms/toilets.

**Social SPACE** includes use of Social SPACE and changing room/toilets

Please complete clearly	SPACE	Outer SPACE	Social SPACE	SPACE + Outer SPACE	SPACE + Social SPACE	Social + Outer SPACE	ALL SPACE Facilities	TOTAL
Rates/hour	£12.00	£9.00	£6.00	£16.50	£17.00	£12.00	£21.00	
x hours								
= charge	£	£	£	£	£	£	£	£

**Booked times must include setting up and clearing away.**

**Plus: Hirer's liability Insurance\* at £3.00 / hour (maximum £12)** £.....

**Hire Charge** £\_\_\_\_\_

1. Payment of hire charge: On acceptance of the booking, an invoice for the Total Hire Charge will be sent to you by email which should be paid in full by bank transfer using the bank account details on the invoice, **with your name or invoice number as reference**. Please note that **your booking is not confirmed until payment is made and payment must in all cases be made prior to the date of hire**.

2. Security deposit: A cheque as a **Security Deposit** of £25, (or £50 if the booking is for 4 hours or more, or ends after 8pm) should be submitted with this form. This deposit, **which is in addition to the Hire Charge**, may be retained by SBS in the event of damage to premises or the need for extra cleaning or other unplanned attendance, but otherwise will be returned after the hire.

The Hirer is the responsible key holder for the event and keys may not be passed to other individuals for access to either SPACE or Outer SPACE.

I apply for the above booking and accept the Conditions of Hire, and I consent to SBS processing my personal data for the purposes of this hire.

**Signed:** ..... **Date:**.....  
(Hirer or authorised signatory on behalf of the Hirer)

SBS's data protection policy can be found as a document under the "about us" tab at [www.southbookhamspace.org.uk](http://www.southbookhamspace.org.uk)

\*The Hirer's extension to SBS's insurance **excludes liability** arising:

- out of food and drink supplied by a professional caterer
- out of the use of bouncy castles or other inflatables, fly walls, bungee equipment or any similar activity equipment
- from smoke machines, bonfires or fireworks (*all of which are not permitted by SBS anyway*)
- out of any organised sports activities or any other activity of a hazardous nature