

# REDBOURN PARISH COUNCIL

Redbourn Parish Centre, The Park,  
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## REDBOURN PARISH CENTRE BOOKING FORM

Redbourn Parish Centre is available for hire between 8:00 am and 11:30 pm every day subject to conditions of hire.

BOOKING DETAILS	ROOM HIRE & CHARGES
<p>Date of hire: _____</p> <p>Booking:    Single <input type="checkbox"/>    Monthly <input type="checkbox"/>    Weekly <input type="checkbox"/></p> <p>Time from: _____ Time to: _____</p> <p>Please note time should include extra time for set up and clean.</p> <p><b>Contact Details of Person Responsible:</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone No: _____</p> <p>Mobile No: _____</p> <p>Email: _____</p>	<p><b>MAIN HALL:</b></p> <p><b>No of Hours:</b> _____ <b>at £</b> _____ <b>per hour=£</b> _____</p> <p>Method of Payment: _____</p> <p><b>Charges (minimum let one hour):</b></p> <p>Residents (private events) <b>£20</b> per hour inc VAT</p> <p>Businesses/Commercial use <b>£24</b> per hour inc VAT</p> <p>Number of people attending _____</p> <p>(Capacity: 100 standing, 80 seated)</p> <p>Discounts are available for the following:</p> <ul style="list-style-type: none"><li>• Businesses booking 8 hours or more or regular bookings at £20 per hour including VAT</li><li>• Youth organisations</li><li>• If both rooms are booked at the same time</li></ul>
<p><b>Description of Event:</b> _____</p> <p><b>Conditions of Hire:</b></p> <ul style="list-style-type: none"><li>• The hire period is from time of entry until departure.</li><li>• Premises must be left clean and tidy as found.</li><li>• There is no damage deposit payable but if damage occurs, or the room is not left clean and tidy, we will have to charge you for the repair/cleaning.</li><li>• The hire charge includes electricity, heating and use of Wi-Fi.</li><li>• Hire charge payable in full at the time of booking. You will be issued an invoice. Payment details are on the invoice.</li><li>• Cancellation Conditions: If notification is received two weeks prior to the booking a full refund will be given.</li></ul> <p>I have read the conditions of hire and agree to the hire of the Parish Centre room(s) according to these conditions.</p> <p>Signature: _____ Date: _____</p>	<p><b>CONFERENCE ROOM:</b></p> <p><b>No of Hours:</b> _____ <b>at £</b> _____ <b>per hour=£</b> _____</p> <p>Method of payment: _____</p> <p>Number of People _____</p> <p>(Capacity: 40 people seated in rows or 18 people around a U shape.)</p> <p><b>Charges (minimum hire one hour)</b></p> <p>Residents (private events) <b>£20</b> per hour including VAT</p> <p>Businesses/Commercial use <b>£24</b> including VAT</p> <p>Discounts are available for the following:</p> <ul style="list-style-type: none"><li>• Businesses booking 8 hours or more or regular bookings at £20 per hour including VAT.</li><li>• Youth organisations.</li><li>• If both rooms are booked at the same time</li></ul>
<p><b>REQUIREMENTS</b></p> <p><b>FREE WI- FI AVAILABLE IN BOTH ROOMS</b></p> <p>The following are available for both rooms</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Kitchen facilities</li><li><input type="checkbox"/> Coffee and tea making facilities</li><li><input type="checkbox"/> A list of possible caterers</li><li><input type="checkbox"/> Alcohol being sold and served requires a Temporary Event Notice to be applied for by Client. Applications need to be made to St Albans District Council.</li></ul> <p><b>AV Equipment/Training Equipment</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Projector    <input type="checkbox"/> PA System    <input type="checkbox"/> CD/DVD</li><li><input type="checkbox"/> Hearing Loop    <input type="checkbox"/> Computer    <input type="checkbox"/> Flip Charts</li></ul>	

Office Use Only:

Invoice No: \_\_\_\_\_

Date Paid \_\_\_\_\_