

BOOKING FORM

Please return by post:-
Heene Community Centre,
122 Heene Road, Worthing, West Sussex
BN11 4PL
Or via email:-
info@heenecommunitycentre.org
Tel: 01903 209997

To confirm your booking, please sign & return:-

- ❖ Terms & Conditions Form
- ❖ Risk Assessment Form
- ❖ Public Liability Form
- ❖ Payment
- ❖ £50 cash deposit (party bookings)
- ❖ PAT Certificate (if using own or hirers equipment)
- ❖ Importantly, the times booked for your event, must include all set up before your event and take down/clearing away afterwards.

BACS PAYMENTS INFORMATION:-
Account Name: Heene Community Association
Sort Code: 09-01-29
Account Number: 09513961
Please quote booking date when paying

Activity Title:				Activity Date:		
Times to include Set-up/set-down:	Access:		Start:		Finish:	
Room Required:				Max Delegate Numbers:		
Where did you hear about us?	Family/Friend / Facebook / Internet Search / Local / Website / Word of mouth / Other					
Equipment Required: (Please circle)	(Flipchart & pens / Projector & Screen / Laptop / Mineral Water / PA system) There will be extra costs for equipment hire and refreshments- please check with the office beforehand.					
Contact Name:						
Contact Address (Including Postcode):						
Email Address:						
Contact Phone Number:				Signature: (electronic accepted)		
Contact Mobile Number:				Date of Signature:		
Payment: (Please circle)	Against Invoice/BACS Transfer/Cheque/Cash/£50 cash deposit					
Any Other Information:				Date of Payment:		
Please note that there will be a 100% cancellation fee , if bookings are cancelled within 1 month						
By signing you agree to the Terms and Conditions						