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| Downham Market Jubilee Community Centre Booking Form |

**Bookings are not confirmed until we have received all forms returned / completed and payment of the deposit.**

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| **About You** | |
| **Organisation/Business/Hirers**  **Name:** |  |
| **Your Address:** |  |
| **Invoicing Address:**  **(if different from above)** |  |
| **Email address:** |  |
| **Telephone Number:** |  |
| **Mobile:** |  |

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| **About your event** | | | | | | |
| **Event Name: Please provide details of event: Type, if alcohol will be on premises, ticket selling etc.** | |  | | **Security booked if appropriate**  **(Please contact us for details of our preferred security companies)** | |  |
| **Bar**  **If you wish to have a bar with alcohol sales a Temporary Event Notice must be obtained from KLWNBC** | |  |
| **Date/s:** | |  | | | | |
| **Hire Charge**  **£14 per hour** | | **Start time: End time:**  **Total Hours (including set-up and set-down) x £14 p/hour** | | | | |
| **Maximum capacity** | | **The number of people in the building must not exceed 100** | | | | |
| **Your room/equipment requirements** | | | | | | |
| **Theatre** |  | | **Meeting** | |  | |
| **Boardroom** |  | | **Classroom** | |  | |
| **Other Layout**  **Please specify** |  | | | | | |
| **Chairs required number** | | | | | | |
| **Other requests:** | | | | | | |  |

**Should you require a Disco, Lighting, Sound, or Microphone, this can be arranged through J R Light & Sound. A price list can be found on the Downham Market Town Council website.**

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| Deposit payable to secure booking |

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| **Total Hire Charge** | **Amount Payable on Booking** | **Amount Payable 4 weeks Prior to Hire** |
| Total Charge £100 or less | £25 | Balance of Full amount |
| Total Charge £101 - £199 | £50 | Balance of Full amount |
| Total Charge £200 upwards | £100 | Balance of Full amount |
| **In addition**  **A returnable deposit of £150.00 may be required to cover damage and breakages if security is not booked.** | | |

***For more information contact DMTC on: Tel: 01366 387770 or email*** [***info@downhammarkettc.co.uk***](mailto:info@downhammarkettc.co.uk)

**I certify that I have read, understood and agree to the ‘Terms and Conditions of Hire’, ‘Fire and Emergency Procedures ‘, and ‘Privacy Notice’. I understand and agree hire costs must be paid 28 days prior to the event. I agree to clear up and remove my refuse from the venue prior to my departure. I am 18 years or over.**

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| Signature |  |
| Print Name |  |
| Date |  |