



MSG Community Centre **Private Hire Form**

Name of Hirer		
What is the event for? (e.g. wedding reception, birthday)		
Main Hall (max 100 people) or Meeting Room (max 15 people) please state which:		
Commencement date together with start and finish time		Total Hours
Address:		
Telephone Number:	Mobile number:	Email:
Hire Charges	Main Hall £10 per hour before 5pm Monday to Friday Main Hall £12 per hour after 5pm Main Hall £15 per hour at weekends Meeting Room £8 per hour at any time	
Signed by Hirer – by signing this form you agree to our Terms & Conditions of Hire	Signature:	
	Name:	Date:
Approved by MSGCA	Signature:	
	Name:	Date:
	Please return this form by email to bookings@hillsnews.co.uk	
Insurance certificate received by MSGCA YES/NO	Once the hire has been accepted, keys for the Community Centre are available from Londis, 5 The Square. Middleton St George. DL2 1EG. Tel: 01325 332313. Payment for the hire will also be taken by Londis at the time of key collection. Please note that they close each day at 20:00hrs	
	Middleton St George Community Centre, Station Road, Middleton St George, DL2 1JG, Tel: 01325 520702 E: msgcommunitycentre@gmail.com Registered Charity Number 506724	