



## MSG Community Centre Private Hire Form

Name of Hirer:-			
Address:-			
Telephone Number:-	Mobile number:-	Email:-	
What kind of event? (e.g. wedding reception, birthday, meeting):-			
Numbers attending:-			
Space to be hired (please tick):-	Main Hall (max 100 people)		Meeting Room (max 15 people)
Date of event:-			
Set up and finish time (include time to set up & return the space to its original condition):-		Total Hours	
Hire Charges	<b>Main Hall £12 per hour before 6pm Monday to Friday, £14 per hour after 6pm, &amp; £17 per hour any time at weekends. Meeting Room £8 per hour at any time. A refundable security deposit of £50 is also required.</b>		
Signed by Hirer – by signing this form you agree to our Terms & Conditions of Hire and accept that if you engage an entertainer you are responsible for checking that their insurances/policies/licences required by law are current prior to your event.			
Signature:-			
Name:-		Date:-	
Please return this completed form by email to <a href="mailto:msgcommunitycentre@gmail.com">msgcommunitycentre@gmail.com</a>			
Your booking form should be emailed to <a href="mailto:msgcommunitycentre@gmail.com">msgcommunitycentre@gmail.com</a> after which an invoice will be sent to you. Payment is required prior to the event to confirm the booking and should be made via bacs, using your name as a reference; payment details will be on the invoice. Once payment is made a Confirmation of Hire email will be sent from MSGCA.			
MSGCA comments:-			
Booking confirmed by MSGCA:-	Signature:	Date:	
	Name:	Date:	
Middleton St George Community Centre, Station Road, Middleton St George, DL2 1JG, E: <a href="mailto:msgcommunitycentre@gmail.com">msgcommunitycentre@gmail.com</a> <a href="http://www.msgcommunitycentre.co.uk">www.msgcommunitycentre.co.uk</a> Registered Charity Number 506724			