



MSG Community Centre Private Hire Form

Name of Hirer:-			
Address:-			
Telephone Number:-	Mobile number:-		
	Email:-		
How did you hear about us?			
What is your event?			
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 (<i>include enough time to set up & return the space to its original condition</i>):-			Total Hours
Hire Charges	Main Hall £12 per hour before 6pm Monday to Friday, £14 per hour after 6pm, & £17 per hour any time at weekends. Meeting Room £10 per hour at any time.		
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 msgcommunitycentre@gmail.com			
Your booking form should be emailed to msgcommunitycentre@gmail.com 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 to you. If the booking is cancelled less than 1 month before the date of the booking, the Hirer will be liable for 100% of the hire charge.			
MSGCA comments:-			
Booking confirmed by MSGCA:-	Signature:		
	Name:		Date:
Middleton St George Community Centre, Station Road, Middleton St George, DL2 1JG, E: msgcommunitycentre@gmail.com www.msgcommunitycentre.co.uk Registered Charity Number 506724			