



MSG Community Centre Private Hire Form

		 MSG Community Centre Private Hire Form	
Name of Hirer:-			
Address:-			
Contact:	Mobile number:-	Email:-	
How did you hear about us?			
What is your event?			
Numbers attending:-			
What kind of entertainment are you planning? <i>NB animals are not allowed in the centre, except service dogs.</i>			
Space to be hired (please tick):-	Main Hall (max 100 people standing)		Meeting Room (max 15 people standing)
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 ph. before 6pm Mon-Fri, £14 ph. after 6pm, £17 ph. Sat/Sun. Meeting Room £10 ph. A £65 security deposit is required which will be refunded after inspection, provided the hall is left in a clean, tidy condition with no damage.		
Bank account details for return of deposit:			
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 they have current insurances/policies/licences as required by law, prior to your event.			
Signature:-			
Name:-		Date:-	
Please return this completed form by email to msgcommunitycentre@gmail.com			
On receipt of this form by us 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 which should be shown to Londis to release the keys. 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			