



The Lewinson Centre Single Hire Booking Form

Details of Hirer			
Name:			
Organisation name:			
Contact address:			
Telephone No.			
Email address:			
Estimated attendance: Adults		Children (under 18)	
Date required:			
Hours required: (please include set-up and clean-up times)		Total Hours:	
From	To		

Requirements			
Kelly-Wright Community Hall <input type="checkbox"/> Swaby Board Room <input type="checkbox"/> Kitchen <input type="checkbox"/>			
Brooks Room <input type="checkbox"/> Peterkin Room <input type="checkbox"/> Cummins Room <input type="checkbox"/> Kennedy Room <input type="checkbox"/>			
Any additional requirements, ie equipment, food/drinks, etc. Please be as specific as you can			

Hirer Declaration	
I acknowledge that I have received a copy of the terms and conditions relating to the use of 165-167 High Road and agree to abide by them. I enclose a deposit of 50% of the total hire price and £150 as damages deposit, made payable to Willesden New Testament Church of God. I understand that full payment is required 14 days prior to the event and agree to pay for the reinstatement of any damaged items or property caused as a result of this hire.	
Name:	Date:
Signature:	

Confirmation of booking is subject to payment of the deposit

Fee agreed: £	Booking confirmation date:
50% deposit: £	Invoice date:
Damage deposit paid: £	Date:
Balance due: £	Due date:
Balance paid: £	Date: