



Landport Community Centre

Landport Community Centre
 Charles Street
 Portsmouth, PO1 1JD
 Telephone No: 023 9229 6703
 Email: landport@enableability.org.uk

BOOKING FORM FOR REGULAR HIRERS

Business/Organisation Name:							
Name of person to invoice:							
Address of Business/Organisation:							
Invoice address (if different than above):							
Telephone Number:							
Email address:							
Room Required:							
Purpose of hire, number of attendees and information regarding any specific requirements:							
Days required (Please Circle)	MON	TUE	WED	THUR	FRI	SAT	SUN
Hire Times: NB: times must include set up and pack away.							
Start Date:				End Date:			
Hiring Fee per hour: (To be agreed by Centre Management)	£ In accordance with the rates determined by Centre Management & the Trustees						



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Please tick to indicated your understanding of the following:	
1. I have read and accept Landport Community Centre's conditions of hire, privacy notice (GDPR), payment terms and cancellation policy, fire evacuation and Health & Safety policy and agree to abide by these and any special conditions communicated to me.	
2. I enclose a copy of the appropriate qualifications held by the person(s) running the activities (where appropriate) in support of this application.	
3. I am over 18 years old.	
4. If working with children or vulnerable adults appropriate safeguarding arrangements must be in place; I have read and understood the Safeguarding Policy and understand my responsibilities as a hirer. I have provided DBS details for all adults working within my group.	
5. I enclose a copy of the group's public liability insurance	
6. Are you happy for us to give your contact details should we get enquiries regarding your group?	
Full Name:	
Signature	
Date	