

**POTTON TOWN COUNCIL**  
**HIRE OF THE COMMUNITY CENTRE, BROOK END, POTTON SG19 2QS**

<b>Main Hall Downstairs/Upper Hall</b> (* tick as appropriate)		<b>* Main Hall</b> <input type="checkbox"/>	<b>* Upper Hall</b> <input type="checkbox"/>
<b>Date of function</b>			
<b>Time of function</b> (to include set up and clearing up time)			
<b>Start time</b>		<b>Finish time</b>	<b>Total Hours</b>
<b>Name and address of Hirer</b> (including post code)		<b>Deposit and fee required to secure booking<sup>1</sup></b>	
		Events for children under 5 years	<b>£50.00</b>
		Events for children 6-12 years	<b>£50.00</b>
		Events for teenagers and young people up to 25 years	<b>£200.00</b>
		Events for adults over 25 years	<b>£100.00</b>
<b>Telephone/mobile</b>		All other events	<b>£100.00</b>
<b>Reason for Hire</b> (# delete as appropriate)		<sup>1</sup> Within one week of provisional enquiry. Deposit cheque will be refunded following first Town Council meeting after hire.	
i) Private function	# YES / NO		
Please give details:			
ii) Organisation (if appropriate)			
iii) Other			
iv) Approx. numbers attending			
<b>Requirements</b> (# delete as appropriate)			
v) Request to bring alcohol onto premises	# YES / NO		
vi) Bar licence required/applied for	# YES / NO		
vii) Request to Perform Public Entertainment required	# YES / NO		
viii) Performance licence required/applied for	# YES / NO		
I confirm I have received and agree to be bound by the Terms and Conditions for the Hire of The Community Centre, Brook End, Potton SG19 2QS.			
<b>I enclose the full fee together with the appropriate deposit</b> in respect of the function and understand the possible restrictions relating to its return. The deposit and fee will be banked at the time of booking.			
Please make cheques payable to <b>Potton Town Council</b> .			
<div style="text-align: center; font-size: 2em; font-weight: bold; margin-bottom: 10px;">X</div> <hr style="border: 0.5px solid black; margin-bottom: 5px;"/> Signature of Hirer  Name (please print):.....  Date: .....		<b>Please return this completed form to:</b> Bookings Assistant Potton Town Council The Community Centre Brook End Potton SG19 2QS Tel: 01767 260086 Email: <a href="mailto:pottoncounciladmin@btconnect.com">pottoncounciladmin@btconnect.com</a>  The Caretaker will meet you at the hall at the start time you have requested.	