

THE OCTAGON COMMUNITY CENTRE
Brook Farm Drive
Malvern, Worcs
WR14 3SQ

Text or Telephone: 07580 511420
Email: booking@theoctagoncentre.org.uk
Charity No. 1005869

BOOKING FORM - ROOM HIRE @ £11.00 per hour

Name/Organisation: _____

Contact Name/s: _____

Contact Telephone No's: Home: _____

Mobile: _____

Work: _____

Reason for Hire: _____

Date of Hire: _____

Time would like available from: _____

Time Finished: _____ Total Hours: _____

Please tick rooms required: Hall: _____ Kitchen: _____

Signature: _____ Date: _____

Enclosed cheque/correct cash for the amount of: _____
(Payable to Brook Farm Community Association)

Need to cancel - please contact the above number asap
(minimum 24hrs notice would be much appreciated)

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Website: www.theoctagoncentre.org.uk
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1. No smoking in this building
2. If anyone smokes outside the premises, please can you ensure all cigarette butts are cleared away (please do not put in the drains as causing blockage)
3. Please be aware of homes around the building and keep noise to a reasonable level, when arriving, when in use and leaving the building
4. In case of fire – please ensure you know where all the fire exits are and make sure everyone is out of the building
5. No sale of alcohol is permitted – as the Association have no licence
6. No under age drinking (only 18 or over to drink alcohol)
7. Please take care of the building and its contents while you are using it
8. Please leave clean and tidy for the next users
9. If the kettle and/or urn have been used, please could you ensure they are emptied before leaving
10. Please can hirers remove and take away all rubbish
11. If you bring toys or a bouncy castle for use, please be aware you are responsible for ensuring their safety. You will need liability insurance for the use as it is not covered by the Association
12. No dogs allowed – except guide dogs
13. Cancellation - Please ring the above number a.s.a.p. (Min 24hrs Notice)
14. Please be on time for opening and closing – due to other bookings/commitments

I have read & accept the Terms & Conditions: _____

Many thanks for hiring the Octagon Community Centre and for reading and respecting our Terms and Conditions