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**Ringwood Town Council**

Facilities Booking Form / Carvers Clubhouse

Please check availability in the first instance by emailing Carvers Clubhouse Manager, Charmaine Bennett: Charmaine.bennett@ringwood.gov.uk

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| **Your Details**  |
| **Organisation/Society Name:** |
| **Your address** | **Invoicing Address (if different)** |
| **Post Code:** | **Email:**  |
| **Facebook/twitter/Instagram account: (if applicable)** |  |
| **Phone No:** | **Mobile No:** |
| **Contact Name (please print)** |

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| **Details about your event** |
| **Date(s)** | **Time(s)** | **Number attending** |

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| **Purpose of Hire (please tick)** |
| **Registered Youth Group**  | **Activities/Services for Young People**  | **Social (eg children’s party)** |
| **Other (please provide details)** |

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| --- | --- |
| **Please****Tick** | **Details of accommodation required** |
|  |  | **Chairs (quantity)** | **Tables (quantity)** | **Other (please indicate)** |
|  | **Main Hall** |  |  |  |
|  | **Small Meeting Room** |  |  |  |
|  | **Medical Room** |  |  |  |
|  | **Outdoor games/ game equipment** |  |  |  |

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| **Please use this space to outline anything else you wish to tell us about your booking** |
|  |
| **For office use: information about the hire and charges agreed**  |
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| **Your signature** |
| I certify that I have read, understood and agree to the accommodation, facilities and room hire conditions (separate sheet). Please tick |
| If agreed by the Manager, I would like Carvers Clubhouse to help promote this service or activity online (facebook/carversclubhouse or <http://www.ringwood.gov.uk/carvers-clubhouse-events/> and can supply the information required)  |
| **Signature:****Please print name:** | **Date:** |
| **Position:****Organisation:** |

The booking fee is non-refundable if booking is cancelled less than 7 days prior to the booking. An extended cancellation period is required in some circumstances for example if additional staffing has been arranged for the booking to take place.

Booked 2 weeks Late booking if less

**FEES** in advance than 2 weeks in advance

Main Hall £15.00 per hour £20 per hour

Small Meeting Room / Medical Room £10.00 per hour £15.00

Games Equipment £5 per session £10 per session

Extra Tables/Chairs (up to 20 chairs) £5 per session £10 per session

N.B Each room has existing chairs and tables. The above prices are where additional tables and chairs are requested.

**S.Office/Booking Forms/Carvers Clubhouse/ amended March 2019**