

Events/Party
Community Centre Booking Form

Please read the available terms and conditions carefully before you complete the hire agreement and then complete this form by printing your answers clearly in the spaces provided.

To: City of Lincoln Council
Recreation Services
City Hall, Beaumont Fee,
Lincoln LN1 1DF
Tel: 01522 873502

Email: recreation@lincoln.gov.uk

Hirer Details		Treasurer/Invoice Details (if different)	
Title:		Title:	
First Name:		First Name:	
Surname:		Surname:	
Company Name:		Company Name	
Address:		Address	
Postcode:		Postcode	
Contact no:		Contact No:	
Email:		Email:	
Purchase Order No or ref, to be quoted on invoice:			

Please select the Centre and Room you would like:

Grandstand	
Bud Robinson	
Moorland	
St Giles	
Sudbrooke Drive	

Main Hall	
Large Meeting Room	
Small Meeting Room	
Weighing Room (<i>Grandstand only</i>)	

Please give details of the event here, including birthday age for parties:

The estimated number of persons at the function will be: _____

If you will be using the kitchen facilities at the centre to prepare and/or cook food you must get prior permission from the Council to do so. Please refer to our 'Terms and Conditions of Hire' document for details.

Are there any disabled members at your function that may need special consideration or attention?	Yes	No
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**The times should include setup and clearing away times of your function.
Please be aware bookings can only be made up to 13 weeks in advance from the date the form is submitted**

Date	Times	
	Start	Finish

Do you intend to have any of the following during your booking (*tick all that apply*):

Bouncy Castle		Clown/Music Man/ Stilt walker / Mascot or similar	
Disco		Face Painting	
Extra Lighting		Magician	
Microphone/Speakers		Staging or Raised Platform	
Music through a radio/ mp3 player or similar		Other (please specify below)	

If "Other" please give further details:

Please note we require a copy of the PIPA / ADIPS certificate for all inflatable's, PAT certificate for all electrical equipment and a Public Liability Certificate from the entertainment provider. These documents must reach us a minimum of 5 days prior to the event taking place.

Will you be charging for any of the following (*Tick all that apply*):

Will you be charging for any of the following (Tick all that apply)	Yes	No	(If Yes) How much will you be charging	Electrical Equipment	Yes	No
	Entrance Fee (including ticketed entrance)					Will you be using any electrical equipment in the Community Centre
Tombola				If Yes, Please specify all items you will be using.		
Raffle						
Table Top Sale/ Stalls						
Other, Please specify.				Do you have up to date PAT Certificates?		

It is the responsibility of the hirer to arrange all adequate qualified First Aid cover for their group and to ensure that first aid kits are provided and ready for use where necessary.

I/We the prospective Hirer/Hirers. (*Delete as appropriate*) have read and agreed to the Terms and Conditions of Hire

Customer Signature: _____ Date: _____

The City Of Lincoln Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For Office Use Only (Please initial and date)				
Date Booking Form Received:			Entered on booking system:	
Confirmed to Hirer			Customer account number:	
Amount to Invoice			Invoice Number:	