

Events/Party
Community Centre Booking Form

Please read terms and conditions carefully before you complete the hire agreement.

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)	
First Name:		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:			
Are you affiliated with any organisations, Governing Bodies? If yes, provide detail			

Please select the Centre and Room you would like:

Grandstand		Main Hall	
Bud Robinson		Large Meeting Room	
Moorland		Small Meeting Room	
St Giles			
Sudbrooke Drive		Weighing Room (<i>Grandstand only</i>)	

Please describe the purpose of hire (including age for birthday parties)				
Estimated number of people at the event		Do you have Public Liability/ Risk Assessments?	Yes (Provide to Recreation)	No

*Times should include setup and clearing away times of your function.

**Bookings can only be made up to 13 weeks in advance from the date the form is submitted

Date of event	Start Times	Finish Times

Will you be cooking and/or providing catering to the group?	Yes	No
If yes, will you be catering yourself? Are you registered with the Council? Provide details		
If using 3rd party caterer please provide details		

Are there any disabled members at your function?	Yes	No
Are there any young and/ or vulnerable people?	Yes	No
If yes, please provide proof of DBS to Recreation		

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

Bouncy Castle (PIPA/ADIPS certification required)	
Disco: lighting, music, speakers (PAT certificate required)	
Music: ipod/radio/ mp3 player (PAT certificate required)	
Clown/ Stilt Walker/ Face Painting/ Entertainer (Public Liability required)	
Other (please specify)	

If "Other" please give further details:

**Please note: Certification is required for all inflatable's (PIPA/ADIPS), all electrical equipment (PAT) and entertainment provider (public liability).
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				Will you be using any electrical equipment in the Community Centre		
Tombola, Raffle				If Yes, Please specify all items you will be using.		
Table Top Sale/ Stalls *temporary market licence required						
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:	