

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, Room and Activity you would like:

Grandstand		Main Hall		Badminton	
Bud Robinson		Large Meeting Room		Carpet Bowls	
Moorland		Small Meeting Room		Table tennis	
St Giles		Weighing Room (<i>Grandstand only</i>)		Music	
Sudbrooke Drive				Other	

Please describe the purpose of hire				
Estimated number of people at the function		Do you have Public Liability/ Risk Assessments?	Yes (Provide to Recreation)	No

*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. Please refer to our 'Terms and Conditions of Hire' document for details.

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		

Please be aware bookings can only be made up to 13 weeks in advance from the date the form is submitted, not the first date of hire, in blocks of one to 13 weeks. All bookings can continue beyond this thirteen-week period however a new booking form must be completed. If a booking form is not received no further bookings will be scheduled.

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

Date(s)	Times (in 24hr format)	
	Start	Finish

Will you be charging for any of the following (Tick all that apply)	Yes	No	(If Yes) How much will you be charging
Entrance Fee			
Tombola, Raffle			
Table Top Sale/ Stalls *Temporary market licence required			
Other, Please specify.			

Electrical Equipment	Yes	No
Will you be using any electrical equipment in the Community Centre		
If Yes, Please specify all items you will be using.		
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 further information, see: <http://www.lincoln.gov.uk/datamatchingstatement>

For Office Use Only (Please initial and date)					
Date Booking Form Received:			Entered on booking System:		
Confirmed to Hirer:			Customer account No:		
Amount to Invoice:			Invoice Number:		