

NORTHAMPTON ABINGTON COMMUNITY ASSOCIATION

(Company Ltd by Guarantee no: 08391210 Charity no: 1151292)
C/o 2 Wheatfield Road South, Northampton NN3 2HH
Centre Tel: 01604 401222 email: office@abingtoncc.co.uk

BOOKING FORM - 2023

Charity Number (if applicable)

Personal details:

Surname First Name

Address

..... Post Code

Telephone No:

Email:

Organisation (If applicable)

Purpose of Hire

No. attending..... (approx.)

Date/s of Hire

Start time..... Finish time..... (These times need to include time for setting up and clearing up hired room/s, this is not the responsibility of the Caretaker)

Will you have any of the following at your function?

Music Yes No

(Please read terms & conditions relating to music use)

Will you require?

Additional Furniture Yes No Additional Equipment Yes No

Please specify additional furniture/equipment required and list any equipment you will be bringing with you:

.....
.....

(Additional charges may be applied and we may not be able to provide all you request)

Accommodation required:

Old Hall		Max 80 seated	84.70 m ²	Fred Sansum Room		Max 15 seated	21.10 m ²
New Hall		Max 100 seated	103.10 m ²	Canteen		Max 15 seated	20.70 m ²
Ralph Skinner Room		Max 30 seated	54.39 m ²	Kitchen		No seating	20.20 m ²

(Please indicate by ticking the box/boxes to cover your requirements)

NO ALCOHOL TO BE CONSUMED ON THE PREMISES unless under exceptional circumstances.

Any requests are required to be made in advance

For charges see Page 2, note that the half the booking fee and/or deposit will be required before the booking can be confirmed. Full payment required 14 days before date of hire.

Applications of hire should be received 1 month prior to date of hire; cancellation of the hire must be made at least 1 week before the date of hire. (Please see terms and conditions)

Charges and Contract of Hire

ROOMS		Charity (1)	Community (2)	Sole Trader (3)	Commercial (4)
OLD HALL	A	£11.00	£20.00	£23.00	£29.00
NEW HALL	B	£12.00	£20.50	£24.00	£30.00
RALPH SKINNER ROOM	C	£9.00	£11.00	£14.00	£22.00
FRED SANSUM ROOM	D	£5.00	£7.00	£10.00	£11.00
CANTEEN	E	£5.00	£7.00	£10.00	£11.00
KITCHEN	F	£40 (Fixed Rate)	£50 (Fixed Rate)	£12.00	£18.00

Definitions:

Charity (1):	Available upon presentation of Registered Charity number
Community (2):	Non-profit making bookings
Sole Trader (3):	Persons working for themselves
Commercial (4):	Profit making organisations i.e. Companies/PLCs

ROOM CODE	PRICE	No. Hours Booked	TOTALS	My method of payment will be:
		Additional Charges		
		Refundable Deposit		
		Total Amount Payable		

Cash:

BACS:

Invoice:

Cheque:

Bank Payments to Northampton Abington Community Association.

Co-Operative Bank Ltd Sort Code: 08-92-99 Account No: 65643334

I have read the Terms and Conditions of Hire:

I accept responsibility should any breach of the rules take place. This is whether or not I am personally responsible for the infringement taking place. This includes the removal of rubbish from the centre.

If the Terms and Conditions are breached, additional costs will be charged. This will be taken straight from your Deposit if necessary.

Deposits not collected one year after final hire date will be regarded as a donation to the Charity. Collection is your responsibility.

I accept the total amount payable is due before the date of Hire.

Unless I am making a Regular Booking and payment by Invoice is agreed.

Here at Northampton Abington Community Association we take your privacy seriously and will only use your personal information to contact you regarding your Booking with ourselves.

If you consent to us contacting you for this purpose please tick to say how you would like us to contact you:

Post Email Telephone Text message

Signed by Hirer: Date

Received by: Date

FOR OFFICE USE:	Deposit received	Entered SKEDDA	Booked HALLMASTER	Invoice Sent
Date				
Staff Initials				
				No.