

# Folkestone Nepalese Community Centre Room Booking Form

Please complete the booking form and submit to the community centre office or email at [communitycentre@fncuk.org](mailto:communitycentre@fncuk.org)

Name of the Organisation:
Name of the Hirer:
Address:
Telephone:
Email:
Purpose of Hire:
Date of Event/Meeting:
Name of the Room that you want to Hire:
Start Time:
Finish Time:
Number of Attendees:

**Please note:**

- Start time and finish time must include the setting up and clearing up time.
- Payment is due upon the confirmation from the Folkestone Nepalese Community Centre.

Please sign and date to confirm your booking, and that you have read and agreed with the terms and conditions set out by the Folkestone Nepalese Community Centre to hire the rooms.

**Name:**

**Signature:**

**Date:**