



Folkestone Nepalese Community (FNC) Centre **Premises Booking Form**

Please complete the booking form and submit to the Folkestone Nepalese Community Centre office or e-mail at communitycentre@fncuk.org. It is important for you to read and understand our terms and conditions of hire before you sign and submit this booking form to our community centre office or e-mailing at communitycentre@fncuk.org

Name of the Organization:	
Address of Organisation:	
Name of Hirer:	
1st Time Hirer or Regular Hirer?	*1 st Time Hirer or Regular Hirer ("Delete as appropriate)
Address of Hirer:	
Phone Number and E-Mail Address of Hirer:	
Event Name:	
Event Type:	<ul style="list-style-type: none"> Conference, Meeting, Workshop Training or Private Function (*Delete as appropriate)
Name of Person Supervising the Event:	
Number of Function's Attendees:	
Requirements:	
Name of the Room that you want to Hire:	
Required Chair & Table Setting Up & Clearing Away After Event ?	<ul style="list-style-type: none"> YES or NO (*Delete as appropriate)
Required Projector for PowerPoint ?	<ul style="list-style-type: none"> YES or NO (*Delete as appropriate)
Required Tea, Coffee, Biscuits ?	<ul style="list-style-type: none"> YES or NO (*Delete as appropriate)
Required Catering ? (If Yes, for How Many ?)	<ul style="list-style-type: none"> YES or NO (*Delete as appropriate)
Date of Event:	
Organisers Arrival Time:	
Event Start Time:	
Event Finish Time:	
Organisers Depart Time:	

1. Please note:

- Bookings are accepted subject to availability, and when your completed form, and booking fee and security deposit of £50 have been received at least 2 weeks before the hire date.
- We do **not** accept cash or cheque or credit/debit cards payments. Please make all payments via BACs to our centre's bank account, which can be obtained via Gen Sec/Centre Manager.
- Your booking is only confirmed once hiring fee is paid in full, together with an additional security deposit at least 2 weeks before the hire date. If premises become unavailable, through no fault of the user/hirer, then booking fee (including security deposit) will be refunded in full.
- Extra requirements such as chair and table setting out and clearing away, setting up of projector, provision of Tea, Coffee, Biscuits and Catering etc may attract an additional charge which can be discussed before a booking is confirmed.
- Safeguarding** – The hirer is responsible for adhering to the FNC POVA Policy and must ensure that underage children are accompanied by a parent or guardian. Vulnerable adults should be protected, and any immediate risk of harm should be reported by calling 999 during the period of hiring.

2. Please sign and date to confirm your booking, and that you have read and agree with the terms and conditions for use of premises as set out in our website at www.fncuk.org/hire-out-space

Print Name: _____

Signature: _____

Date: _____