

Invoice No: _____

Reference No: _____

Tottenham Café Connect (TCC) Community Hub Booking form (private hire)

Before filling this in, please see and **sign our booking conditions.**

About the Hirer

Name: _____

E-Mail: _____

Daytime Telephone Number: _____

Mobile Number: _____

Address: _____

Day, Date and Time _____

This must include clearing up time. However, you can arrive ½ an hour earlier to set up for your event and you will not be charged for the setting up time.

Purpose of Hire: _____

Which Space would you like to book?

- The Café Room (approximately 50 people) The Green House (approximately 40 People)
The Outdoor Garden Cafe (approximately 100 people) The Outdoor Play Area (approximately 100 people)
The Oven The Stage Changing Room **See Extras**

The Stage, the Oven, The Gazebos / Tents and The changing room area are separate costs and will be negotiated depending on volume and type of use, weather condition and seasons.

Extras

If you would like to have a bouncy castle you will have to hire the Play area, and extra fencing will have to be put up for safety reasons.

- Fencing for of the outside space - £30
Sports equipment: table tennis, Tennis rackets, footballs, large floor chess are separate costs and will be negotiated depending on volume of use and type of use -
Music System (this can be connected to your phone, I-pad or laptop) – £10 if available on the day -
Projector - £10
Laptop - £10
Children's toy selection & games £15
Flip chart and pens - £3

Parking:

There is no free parking around the park before 6.30 p.m. - but please let us know if you need vehicle access

Do you need vehicle access? yes no

Would you like us to quote for catering? yes no

Any other details/requests/information:

Payment:

For payment please follow the instructions on the invoice we will e-mail you.

You can pay the deposit/ for the event by cash, card, cheque or bank transfer.

Your deposit will be returned to you a week after the event in the way it was originally made except by cards.

If you paid your deposit via bank transfer, please enter your bank details.

Name: _____ Sort code: _____ Account number: _____

I have read and understood the booking conditions overleaf and agree to pay the deposit as soon as I receive the invoice to secure the booking and the full hire fee 14 days prior to the date of the event

Signature of Hirer: _____

Date: _____

From time to time we may be sending you some information about Living Under One Sun and Tottenham Café Connect activities.

If you **don't** wish to receive these e-mails, please tick the box.