



APPLICATION TO USE THE CENTRE

Name of group					
Contact name					
Address					
Tel No /			Email address		
Purpose of use				Hire category (please tick)	
				Community	
				Private	
				Business	
Special					
Accommodation requested					
DATE REQUIRED	ROOMS REQUIRED	TIMES REQUIRED (INCLUDING PREPERATION & CLEAR UP)		HIRE FEE	
	Main Hall			£	
	Stage			£	
	Community Room (part or all)			£	
	Conference Room (upstairs)			£	
	Kitchen			£	
	Computer Suite			£	
Facilities & equipment requested					
	Audio / visual equipment	Video projector & screen	Television	Overhead projector	£
	Display	Flip chart	Panels		£
	Tables (how many?)				£
	Chairs (how many?)				£
	Garden / terrace / loading bay				£
		10% Deposit			
		TOTAL			£

Additional comments and requests (PLEASE TICK OR COMMENT)			
Use of the lift	Mini-bus hire	Caterers	Car parking information
Other			
Register of Keyholders (Please indicate the names of key holders to be present).		Confirmation of Register entry (OFFICE USE ONLY)	
<p>Children and vulnerable adults. Children are not allowed on the premises unless in the presence of a parent or other responsible adult or as part of an organised activity with a minimum of two supervising adults always in attendance. The supervising adults continue with the care of the children until collected or returned to their parents or guardian. Children are not allowed in the kitchen unless undertaking a specific activity as part of some supervised training. It is expected that all adults involved in organised activities with children and vulnerable adults shall have been subject to the appropriate checks and hold the necessary qualifications appropriate to their organisation or activity.</p>			
<p>Cancellations The management reserves the right to retain the deposit if a booking is cancelled less than two weeks in advance of the booked date.</p>			
<p>Agreement I have read the Terms & Conditions of Use of the Bowman Centre issued with this application form and agree on behalf of my group to observe them.</p> <p>Signed: _____ Date _____</p>			
<p>Please send you completed application form to:</p> <p>The Administrator The Bowman Centre Shears Drive Amesbury Salisbury SP4 7XT</p> <p>Or email to bowman@amesburytc.org.uk</p>		<p>Enquiry line 01980 623700</p> <p>FOR OFFICE USE</p>	