



TRINITY CENTRE (DALSTON)

BEECHWOOD ROAD LONDON E8 3DY Tel: 020 7249 6061

Web site: www.thetrinitycentredalston.org.uk

Email: tcdalston@thetrinitycentredalston.org.uk

EVENT BOOKING FORM

Room

- Green Room
- Window Room
- Main Hall
- Kitchen

Preferred date of hire: (dd/mm/yy)	Required start time:	Required end time:	No. of people:	
			Adults	Juniors

Purpose of hire: (tick appropriate)

- Children's party
 Private Party
 Award Ceremony
 Teenage Party
 Fundraising
 Dinning
 Workshop
 Meeting
 Conference
 Other (please specify)

Room Layout: (tick appropriate)

- Boardroom
 Cafeteria
 Theatre
 U shaped
 Classroom
 Circular style (no tables)
 Theatre style (no tables)

Top Table YES NO

Equipment:

Flipchart: YES NO
Laptop: YES NO
Data projector: YES NO
Lectern: YES NO

Quantity of Paper/Pens:

Refreshments (indicate number of people for each option)

	Meat	Vegetarian	Kosher/Halal	Wheat Free	Other (please specify)
Lunch:					

Tea:

Coffee:

Decaf Coffee:

Other (please specify)

Catering: (tick appropriate)

Buffet Set meal Celebration Cake
 Gift bag
 Special Requests

Personnel: (tick appropriate)

Technician Reception Bar Security
 Crèche Photographer

Feature (tick appropriate)

- Chocolate Fountain
- Drinks Fountain
- Fruit Palm Tree
- Cupcake Tower
- Sculpture
- Special Requests

Decoration (tick appropriate)

- Table Decoration
- Chair Decoration
- Table Centre
- Balloon Arrangement
- Backdrop
- Floral Arrangement
- Special Requests

Bar (tick appropriate)

- Drinks Bar
- Reception Drinks
- Toast Drinks
- Special Requests

Service (tick appropriate)

- Disco
- Band
- Cabaret
- Sound Equipment
- Stage lighting
- Video recording
- Special Entertainment

Applicant Contact Details:

Name of Applicant:	
Telephone:	
Fax:	
Mobile:	
Email:	

Organisation Contact Details:

Organisation Name:	Address:
	Post Code:

Invoice Address if different please enter:

Address:

Post Code:

CANCELLATION FEE:

FIVE WORKING DAYS OR MORE: **25%**
LESS THAN FIVE DAYS: **50%**
LESS THAN THREE DAYS: **100%**

STANDARD CONDITIONS OF HIRE

1. **THE HIRER** shall yield up the Property at the end of the letting in the same state and condition as it was in the beginning of the tenancy and make good, pay for the repair of or replace all such items of the Fixtures, Furniture and Effects as shall be broken lost damaged or destroyed during the hire owing to the default of the hirer (reasonable wear excepted).
2. **THE HIRER** shall pay a deposit determined by the TC. Such deposit shall only be refundable to the Hirer in the event that all terms and conditions of the booking are complied with.
3. **THE HIRER** shall ensure that the **Rules** governing the use of the premises are complied with.
4. **THE HIRER** shall during the period of hiring, be responsible for the supervision and security of the premises, protection of the fabric and contents from damage, and the behaviour of all persons using premises, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
5. **THE HIRER** shall be responsible for obtaining any local authority or other licences necessary in connection with the booking, other than those (if any) already held by the TC.
6. **THE HIRER** shall be responsible for making adequate arrangements to insure against any third party claims which may lie against Hirer or his/her organisation whilst using the premises.
7. **THE HIRER** shall be responsible for the observance of all regulations affecting the premises imposed by the licensing Justices, the fire authority or otherwise.
8. **THE HIRER** shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring on to the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.
9. **THE HIRER** shall indemnify the TC in respect of the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the building during or as a result of a booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking.
10. **THE HIRER** shall, if selling goods on the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.
11. **THE HIRER** acknowledges that no tenancy is intended to be created between the TC and the Hirer and no relationship of landlord and tenant exists between them.
12. **THE HIRER** shall regard the safe care and protection of children as of the utmost importance. Groups that hire or use church premises are expected to share this concern and make appropriate provision for the protection of children within their care.

Declaration:

I have read and agree to abide by the conditions of the conference room hire. By submitting this form I provisionally book the venue. I understand The Trinity Centre will confirm the booking in writing.

Signed _____ (if delivered by hand)

Name:

Date: (dd/mm/yy)

**RETURN YOUR COMPLETED BOOKING FORM TO:
The Trinity Centre, Beechwood Road, London E8 3DY
Tel. 020 7249 6061/ Fax: 020 7249 6061
Email: tcdalston@thetrinitycentredalston.org.uk**

**Registered Office Trinity Centre (Dalston) Beechwood Road E8 3DY
A Company Limited by Guarantee No: 3076506 England
Charity Registration No: 1048145**