

Frampton Cotterell Parish Council



Clerk/CEO & RFO to the Council
The Brockridge Centre
Woodend Road
Frampton Cotterell
Bristol
BS36 2LQ

Tel: 01454 864442 e-mail: office@framptoncotterell-pc.gov.uk
Website: www.framptoncotterell-pc.gov.uk

BOOKING FORM

Name of Hirer:

Address:

Tel. Number:

Email Address:

Purpose of Hire:

Approx. Number
of People:

Room Required	
Date Required	
Time Required including set up and clear down:	

I confirm I have read and accepted the Parish Council's Conditions of Hire:

Payment details:

Refundable Deposit of £50 to be paid with all bookings. Cash and cheque payments will be held securely in the office safe. Cheques made payable to Frampton Cotterell Parish Council.

BACs payment details:

Unity Trust Bank

Account: 20311711

Sort Code: 60-83-01

Hire charges per hour:

Total cost:

Date booking made:

Booking accepted by:

For Office Use Only

Date deposit paid:

Payment details:

Date hire charge paid:

Payment details:

Date deposit returned:

Payment details:

Repeat booking:

Open/Close required? Yes/No

Booking Category:

Not For Profit

Community Business

Business

Concessionary

Additional Guidance

Hirers are required to remove all rubbish and take this home with them.

Evening and weekend bookings must be for a minimum of two hours unless otherwise agreed by the Clerk/CEO & RFO.