

# Day Hire Booking Form

Name of Group: .....

Organiser: .....

Address: .....

Telephone No.: (Home) ..... (Work) .....

Estimated Number: Adults .....

Children (under 12) .....

Date: .....

Arrival Time: ..... Departure Time: .....

**Requirements**

Please state the requirements for the function

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Please enclose a non-returnable booking fee of £20.

**Cheques should be made payable to Moorlands College**

I have read and agree to abide by the Terms and Conditions (issue date 12/11/2008).

Signed: \_\_\_\_\_ Organiser: \_\_\_\_\_ Date: \_\_\_\_\_

This signed booking form, together with the Terms and Conditions form a Contract of Hire between the group named above and Moorlands College.

**Please keep a copy of this form for your records**

**Notes:**

\* The organiser is responsible for ensuring that the College policy of no smoking and no alcohol on site is observed, and this forms part of the Contract.

\* Should the booking be cancelled, the following fees will be charged within the relevant cancellation period:

6 months	Deposit only
3-5 months	25% of booking value
1-2 months	50% of booking value
less than one month	Total booking value