



**Sure Start
Children's Centres**

Room Booking Form

please complete this form and return it to the childrens centre

Venue:	The BECC Children's Centre, Borehamwood	<input type="checkbox"/>
	PB1 Children's Centre, Potters Bar	<input type="checkbox"/>
	Furzeffield Children's Centre, Potters Bar	<input type="checkbox"/>
	The Reddings Children's Centre, Bushey	<input type="checkbox"/>
	Abbots Langley Children's Centre, Abbots Langley	<input type="checkbox"/>
	Park Street & St Stephen's Children's Centre, Bicket Wood	<input type="checkbox"/>

Name of Organisation/ hirer		Contact Details	
		Key name:	
		Tel no:	
		email:	
Status:	Community / Voluntary £5 per hour	Yes / No	Statutory / Private £10 per hour
			Yes / No
Additional charge for Evening Caretaking at The BECC		£7 + VAT per hour	

Activity			
Training session	<input type="checkbox"/>	Children's activity	<input type="checkbox"/>
Meeting	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>

Rooms Needed			
Large meeting room	<input type="checkbox"/>	One to one room	<input type="checkbox"/>
Small meeting room	<input type="checkbox"/>		<input type="checkbox"/>

Numbers attending:			
Total number attending	<input type="checkbox"/>		
Adults	<input type="checkbox"/>	Children	<input type="checkbox"/>

Sessions:	
No of sessions	
Dates of session/s	

Equipment required			
Flipchart & pens	Yes / No	Power-point projector & screen?	Yes / No
Project & screen	Yes / No		

Insurance	
Groups or organisation are required to hold public liability insurance.	

I have read the "Handbook for Hirers", which I accept on behalf of the organisation / myself names above.
I agree to pay the hire charge as detailed in the handbook.

Signed (organiser)

Date: