



Old Heathcoat School Community Centre

81 King Street, Tiverton, Devon, EX16 5JJ
 www.ohscc.co.uk Tel: 01884 251155 admin.ohscc@btconnect.com

BOOKING FORM FOR HIRE OF ALL OR PART OF THE PREMISES

NAME	
TELEPHONE NUMBER	
EMAIL	
INVOICE ADDRESS	
DATE REQUIRED	
START TIME & END TIME	
PURPOSE OF HIRE	
COURSE TITLE IF ANY	
NUMBERS ATTENDING	
TABLES/ SEATING LAYOUT	
PURCHASE ORDER NO	

FOOD REQUIRED YES NO BAR REQUIRED YES NO REFRESHMENTS REQUIRED YES NO TIMES:	PLEASE NOTE – YOU CANNOT PROVIDE YOUR OWN BAR OR OUTSIDE CATERING WITHOUT OUR PRIOR PERMISSION.
OTHER REQUIREMENTS	

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WI-FI	
FAMILY FRIENDLY ROOM	
HEARING LOOP	
PROJECTOR SCREEN	

PLEASE BE ADVISED PARKING SPACE IS LIMITED IN OUR CAR PARK (especially at busy times). We are unable to guarantee parking spaces for all Centre Users. We strongly recommend that you advise your participants to car share where possible. There IS NO PARKING ALLOWED IN OLD SCHOOL CLOSE, however there is a pay and display car park less than five minutes walk from the Community Centre.

I agree to the terms and conditions of booking as displayed on the OHSCC website and realise that late cancellation will result in a charge of at least 25% of the full booking price, including any booked catering or refreshments.

The Old Heathcoat School Community Centre only retains your personal information for the purpose of booking and accounting. We do not share your information with any third parties and will not use your information for marketing purposes. You have the right to see what information we hold about you or change your details at any time. You also have the right to ask us to remove your personal information from our system (provided it is lawful for us to do so).

Signed	
Date	

HIRE CHARGE PER HOUR
FROM
ROOMS £11.50 MAIN HALL £14 MPAC £14
THE HOURLY RATE DECREASES THE MORE HOURS YOU BOOK

DISCOUNTS MAY BE AVAILABLE FOR CHARITIES & NON PROFIT ORGANISATIONS/INDIVIDUALS

FOR OFFICE USE ONLY

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Refreshment Booking made with Caterer

Notes: