



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	

FOOD REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/> BAR REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/> REFRESHMENTS REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/> TIMES:	PLEASE NOTE – YOU CANNOT PROVIDE YOUR OWN FOOD, REFRESHMENTS, BAR OR CATERING WITHOUT OUR PRIOR PERMISSION.
OTHER REQUIREMENTS	
WI-FI <input type="checkbox"/>	
FAMILY FRIENDLY ROOM <input type="checkbox"/>	
HEARING LOOP <input type="checkbox"/>	
PROJECTOR <input type="checkbox"/> SCREEN <input type="checkbox"/>	

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

Old Heathcoat School Community Centre

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

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.

Signed	
Date	

HIRE CHARGE PER HOUR
FROM
ROOMS £10.50 MAIN HALL £14 MPAC £14

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

FOR OFFICE USE ONLY

Form completed & signed

Logged in Diary

Refreshment Booking made with Caterer

Numbers confirmed

Payment Received