

# Paddock Community Centre

## Booking Form



Please complete ALL the sections below to allow us to proceed with your booking

<b>Organisation / Group</b>			
<b>Contact Name(s)</b>			
<b>Full Address</b>			
<b>Phone</b>		<b>Email</b>	

<b>Full Title of Event</b>			
<b>Date(s) of Event</b>			
<b>Time Required From</b>		<b>To</b>	
<b>Name of Event Leader(s)</b> (on the day)			
<b>Number Attending</b>			
<b>Cost Code: †</b>			
<b>Is this event for Adults or Children or Both?</b>			
<b>Will there be Catering at this event Yes / No ?</b>		<b>Who will provide the catering ?</b>	
<b>Will there be Alcohol at this event Yes / No?</b>			

† = Cost codes are needed for Kirklees MC internal use only

<b>Room(s) Selection</b>					
<b>Room Title</b>	<b>Please Indicate</b>	<b>Maximum Capacity</b>	<b>Room Title</b>	<b>Please Indicate</b>	<b>Maximum Capacity</b>
Large Room (Downstairs)		75	Small Room (Downstairs)		20
Sports Hall		250	Large Hall (Upstairs)		100
Kitchen		N/A			-

**Bookings cancelled with less than 14 days notice will be charged for the room hire in full**

<b>OFFICE USE:</b>	
--------------------	--

# Statement of Agreement of Terms and Conditions

Bookings cancelled with less than 14 days notice will be charged for the room hire in full.

I accept that the charges made will be those ruling at the time the event takes place.

I acknowledge that we have made a booking with Community Support Services for room hire.

I have received and understood the terms and conditions of hire, as defined by the current Regulations and Lettings Procedures for Use of Buildings of Kirklees Metropolitan Council's Community Support Services Department.

Please sign below to agree with the above statements.

<b>Date</b>	
<b>Print Name</b>	
<b>Signature</b>	

Data Protection Act 1998: The information you provide to Kirklees Metropolitan Council is necessary for project management, development and audit and will be used for those purposes only. Community Support Services may share it with other Council Services and Partner Agencies where this is necessary for and consistent with the stated purposes. For the purposes of the Act the contact is The Data Protection Officer, 2nd Floor Oldgate House, Huddersfield.

Return completed booking forms to this address: The Deighton Centre Deighton Road Deighton Huddersfield HD2 1JP  Email address: <a href="mailto:bookings.deighton@kirklees.gov.uk">bookings.deighton@kirklees.gov.uk</a> Telephone (01484) 225702 or 225711 Internal: 860 5702 or 5711 Fax (01484) 225868	Building Address: Paddock Community Centre Beech Street Paddock Huddersfield HD1 4JN  Telephone (01484) 223197 <a href="http://www.kirklees.gov.uk/">http://www.kirklees.gov.uk/</a>
---	--