

**Booking Form for Private and Regular Events**

Please read our terms and conditions and return your form with **£50 deposit and your full payment**. Deposits can be paid by card, or bank transfer.

After your event, provided to room is clean and undamaged you deposit will be refunded to you.

For private events, the Caretaker will let you in at the booked time and will return to lock up after. Bookings for private events are limited to a maximum 4 hour slot in one room. Hirers on a Saturday must leave the building by 6pm. **We require at least 1 weeks’ notice before an event takes place.**

Emergency contacts are on the front door at the top right hand side. Please use them if you have any problems. If you are booking a regular activity access information will be provided to you.

Please bring your own tea towels.

If you are not sure which room is most suitable for you or you have any questions please give us a call or check our website.

**Payments should be made payable to Newcourt Community Association: Sort code 55-61-44 Account No: 72542276 Rates per hour:**

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| --- | --- | --- | --- |
| **Room**  With maximum occupancy | **Business** | **Business Weekly / Not for Profit Event** | **NCA Member Rate Non-profit evet run by or for Greater Newcourt Residents** |
| **Green (150)** | £20 | £18 | £13.50 |
| **Orange (110)** | £18 | £15 | £13 |
| **Red (30)** | £15 | £12 | £10 |
| **Blue (30)** | £15 | £12 | £10 |
| **Latte (8)** | £10 | £8 | £6 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Group /Purpose of Hire** | | |  | | | | | |
| **Room Required** | |  | | | **Number of people** | |  | |
| **Date** | Click or tap to enter a date. | **Arrival time** | |  | | **Departure** | |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
|  | |
| **Email** |  |
| **Phone / Mobile** |  |

**I have read and agree to the terms and conditions:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Print** |  | **Sign** |  |

**Please print and sign and return to: Newcourt Community Centre, Blakeslee Drive, Exeter, EX2 7FN**

**Enquiries: T:** 01392 873560 **E:** info@newcourtcommunitycentre.com **W;** www.newcourtcommunitycentre.com