



PAVILION SPORTS & COMMUNITY CENTRE BUSINESS BOOKING FORM

Organisation/Business Name:	
Your Address:	Invoice address
Postcode:	Postcode:
Contact name:	Telephone:
Email:	

Event name:	
Date:	Number of attendees:
Arrival time:	Special requirements:

Room	Price per hour	Time	Number of hours
Brian Joyce Main Hall: The multi purpose hall has the capacity to hold up to 100 guests, built in music system and stocked bar.	£42		
Bill Horsefield Bar: Our most versatile meeting room, with conference facilities, can accommodate up to 60 guests with various set up options to suite, it also has its own private bar.	£27		
William Jeffery Room: Our largest meeting room which can hold a maximum of 40 guests offering a great range of seating options to suite your needs. Ideal for training seminars, board meeting and presentations it is also regularly used alongside the main hall as it located directly opposite.	£27		
	VAT @ 20% £	Staff initial:	
	TOTAL ROOM HIRE PAYABLE £		

Equipment & Catering Requirements

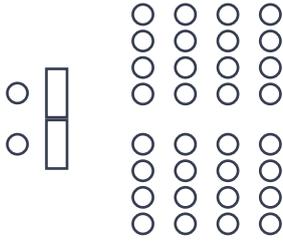
Please let us know if you have any refreshments or catering needs during your event and we can provide you with details of the different options available to suit all budgets. i.e. Biscuits/Finger Buffet.

Item	Price	Quantity
Flip chart white board	£7	
Flip chart with paper	£12	
Projector	£25	
Projector screen	£15	
Laptop	£25	
Tea/coffee	80p	
VAT @ 20%		
Total		

YOUR ROOM REQUIREMENTS - Please select.

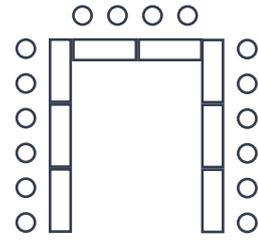
Theatre:

Main Hall
William Jeffery
Bar



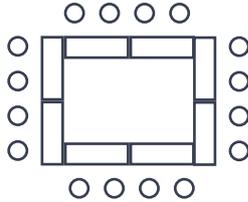
Meeting:

Main Hall
William Jeffery
Bar



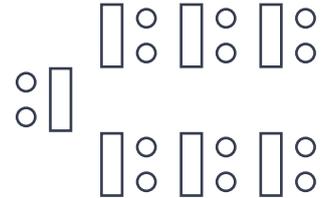
Board room:

Main Hall
William Jeffery
Bar



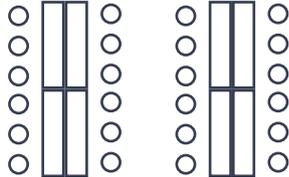
Classroom:

Main Hall
William Jeffery
Bar



Cabaret standard:

Main Hall
William Jeffery
Bar



Cabaret premier:

Main Hall
William Jeffery
Bar



TERMS & CONDITIONS:

You are not allowed to assign or transfer the agreement, nor to sublease the contracted facilities to any third party, including a group company being affiliated with you, without our prior written consent.

After your event you must remove all equipment without undue delay.

All electrical equipment and fittings must have a valid personal appliance certificate which should be provided one week prior the event.

Any changes to your booking should be communicated to us immediately. We will do our best to accommodate any changes but this cannot be guaranteed. You shall be liable to us for any loss or damage to our building and equipment

Cancellations

All Cancellation requests must be made in writing and signed by the hirer to the facilities manager, all cancellation refunds will be refunded by cheque.

More than 90 days notice	All amounts paid refunded by bacs
90 days prior	50% payment refunded
Within 31 days	NO REFUND

GDPR POLICY

The information you have provided is personal data.

Peterlee Town Council will hold this information securely in both computerised and manual files for a period of five years.

We will only ever use this data in confidence and in accordance with the new GDPR 2018 to effectively manage and evaluate our service. We will not pass your details to third parties unless by your explicit consent or as required by law.

I consent to the personal data above being used for evaluation purposes, to help The Council monitor and improve the quality of activities and services on offer.

I consent to the personal data above being used to contact me about other relevant classes and activities.

If you wish to obtain a copy of information we hold about you, request how we contact you, or be removed from mailing lists, you must apply in writing to the Facilities Manager at the Pavilion.

IT IS THE RESPONSIBILITY OF THE PERSON NAMED ON THE BOOKING FORM TO ENSURE THAT THE ABOVE CONDITIONS ARE ADHERED TO BY ALL PARTICIPANTS. IF THEY ARE NOT, THEN ALL PARTICIPANTS WILL BE REFUSED ENTRY OR ASK TO LEAVE THE FACILITY AND FURTHER BOOKINGS WILL BE REFUSED.

I confirm that I have read, understood and agree to the Terms and Conditions above.

Print Name: _____ Sign: _____ Date: _____