

Room Hire Application

Regular Users 2015/16

The Poppleton Centre, Main Street, Upper Poppleton, York YO26 6JT
 01904 797478 email info@poppletoncentre.org.uk

Hirer's Details

Title of group or class	
Contact name	
Contact address	
Email	
Telephone	
Mobile	

Room Hire

CH	
Maximum numbers expected	
Room/s requested	
Day/s required (Mon, Tue etc)	Starting and finishing times
	Please list specific dates and times on the attached sheet)
Equipment used	
Special requirements	

Access to Centre

Set of keys issued.	
Side door access code	

Hire Charges, invoicing and terms and conditions

Room hire charge (for office use only)	
Invoicing name and address if different from above	
Invoicing ref (if applicable)	
Terms of payment	Invoices are generally raised at the end of the month and payment is required within fourteen days of the month-end or the invoice date, whichever is later. Payments can be made in cash, or by cheque or by BACS payable to Poppleton Community Trust

I have read and accept The Poppleton Centre Terms and Conditions of Hire

Signed by hirer	Date
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