

# Room Hire Application

## Regular Users 2015/16

The Poppleton Centre, Main Street, Upper Poppleton, York YO26 6JT  
01904 797478 email [info@poppletoncentre.org.uk](mailto:info@poppletoncentre.org.uk)

### Hirer's Details

<b>Title of group or class</b>	
<b>Contact name</b>	
<b>Contact address</b>	
<b>Email</b>	
<b>Telephone</b>	
<b>Mobile</b>	

### Room Hire

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

### Access to Centre

<b>Set of keys issued.</b>	
<b>Side door access code</b>	

### Hire Charges, invoicing and terms and conditions

<b>Room hire charge (for office use only)</b>	
<b>Invoicing name and address if different from above</b>	
<b>Invoicing ref (if applicable)</b>	
<b>Terms of payment</b>	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**

<b>Signed by hirer</b>	<b>Date</b>
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