Tarling Road Community Hub

**BOOKING FORM**

|  |  |
| --- | --- |
| Booking Type | 🞎 Community 🞎 Business |
|  |  |
| Full Name |  |
|  |  |
| Business Name |  |
|  |  |
| Address |  |
|  |  |
| Telephone |  |
|  |  |
| Email |  |
|  |  |
| Description of event |  |
|  |  |
| Dates required (including start and end dates) |  |
|  |  |
| Time required (including *time for set-up and break-down)* |  |
|  |  |
|  |  |
| Room requested |  |
|  |  |

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| --- | --- | --- |
| I am authorised to sign this agreement and agree to the terms and conditions and have read and agree to abide by the following (please tick):  🞎 City YMCA’s Safeguarding Policy  🞎 City YMCA, London’s Health and Safety Policy  I have attached the following (as applicable)  🞎 The hirer’s Public Liability Insurance document  🞎 The hirer’s Safeguarding Policy (if event involves young people)  🞎 The hirer’s Risk Assessment for planned activities  🞎 The hirer’s contact point for invoicing (if different to above)  🞎 I agree to the details I have outlined being processed by City YMCA, London for the purpose of this booking  🞎 I would like to be kept updated about Tarling Road Community Hub activities and news (optional) | |  |
|  |  |  |
| Signed |  |  |
|  |  |  |
| Print name: |  |  |
|  |  |  |
| Date |  |  |