

**BMCA – Queens Community Centre, Turner Crescent, Croydon CR0 2NP -
BOOKING CONFIRMATION AND AGREEMENT**

Email: info@queenscommunityhall.co.uk

Tel: 07784 908 960

Full name of Group -Organisation <i>Please print</i>					
Address of Group -Organisation <i>Please print</i>					
Post Code		Email			
Phone		Mobile			
Invoice name and address (if different from above)			Name		
Address					
Phone		Email			
I/ we wish to Hire: <i>Please see Besham Manor Community Association Rules of Hire</i>					
Day/Date	Time	Brief description of activity/service you will be providing			Name of activity
					No. of people expected
Full name of person responsible for hiring space				Position held in organisation	
Full name of person responsible for managing the activity/service that you will be providing at Queens Community Centre					
Phone Number		Email			
Date/s and Time/s when session manager can do a Building Induction , and/or collect a key					

Charitable status?	Yes		No		BMCA Member?	Yes		No	
If Charitable Status is No; please provide status, i.e., PCT, Council, Social Enterprise, Private Business, etc if applicable.									
*Before returning this form - Please contact us to confirm the availability of the space that you wish to book									

*** You should not assume that your booking is confirmed until, either:**

a) you have paid BMCA for the booking, **or**, b) you have received a letter, or email, of confirmation from BMCA. Cheques should be made payable to Bensham Manor Community Association & must be received at least 7 days before the date booked.

I/We have read, and accept the **Terms and Conditions of Hiring**, as detailed in the attached document: **Bensham Manor Community Association Queens Community Centre Rules of Hire** If you do not have a copy; please request one.

Payment should be sent to or made to: BMCA, Queens Community Centre, Croydon CR0 2NP						
Signed: <i>Note: If you are returning this form by email – you do not need to sign it</i>					Date:	
Print name:						
BMCA - Office use only:						
<i>Date Booking Received</i>	<i>Date Confirmed</i>	<i>Added to diary</i>	<i>Date Invoice sent</i>	<i>Name of Hirer</i>	<i>Date Payment received</i>	<i>Receipt issued BMCA member</i>