



Bude Stratton Town Council
The Parkhouse Centre
BUDE, Cornwall
EX23 8LD
TEL:01288 353576

Email:office@bude-stratton.gov.uk

BOOKING FORM

IVOR POTTER HALL (Parkhouse Centre)

DETAILS OF HIRE:

BSTC BOOKING NO: ____ / _____

Name of Organisation:

Name of Person accepting responsibility:

Address:

. **Post Code:**

Telephone Number: Home: Work:

Email:

Purpose of hire: Charity/Local Group School/Public Body Commercial

Date Required:.....

Session: am:8.30am-12.30pm pm:1.30pm-5.30pm eve:6.30pm-10.30pm(11.30pm weekends)

Hall Setup* YES/NO
(see condition 21b)

Hall Kitchen:* YES/NO Full/Part use

Reception Kitchen* YES/NO

Sound/Lighting room* YES/NO

Equipment Hire*

Microphone YES/NO
Flip Chart/Paper YES/NO
Screen YES/NO

Layout of table & Chairs if setup required

Stage Area

* Additional charges apply

I hereby confirm that I have read the Conditions of Hire on the reverse of this form and agree to abide by the said Conditions.

Signed: Date

On behalf of: (if applicable)