



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)**

**BSTC BOOKING NO:** \_\_\_ / \_\_\_\_\_

Name of Organisation:.....

Address:.....

.....Post Code:.....

Telephone Number: .....Email:.....

Payment/Invoice address (if different from above).....

..... Post code:.....

Telephone:.....Email:.....

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

Date/s Required:.....

Session: am: 8.30am-12.30pm  pm: 1.30pm-5.30pm  eve:6.30pm-10.30pm(11.30pm w/ends)

Hall Setup\* YES/NO

Hall Kitchen:\* YES/NO Full/Part use

Reception Kitchen\* YES/NO

**Equipment Hire\***

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

Basic sound and lighting is included in the hire charge

\* Additional charges apply

Layout of table & Chairs if setup required

**Stage Area**

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**I hereby confirm that I have read the Conditions of Hire and agree to abide by the said Conditions.**

Signed: . . . . . Date . . . . .

On behalf of: . . . . . (if applicable)

**Bude-Stratton Town Council encourages hirers to minimise or phase out the use of single use plastics**