**Newtown Community Association**

**BELMONT HUT BOOKING FORM**

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| Group or organisation name | IF YOU ARE BOOKING ON BEHALF OF AN ORGNISATION PLEASE PROVIDE ITS NAME |
| Your Name | NAME OF PERSON RESPONSBILE FOR BOOKING, *MUST ALSO SIGN THE FORM* |
| Address |  |
| email Address |  |
| Main Contact Phone Number |  |
| Mobile Contact Number | WHERE WE CAN REACH YOU ON THE DAY OF THE BOOKING, IF DIFFERENT FROM ABOVE. |
| Type of Event | BRIEF DESCRIPTION OF EVENT |
| Approximate Number of Attendees |  |
| Age Range | Children / Youth / Adults / All (Delete as Appropriate) |
| How Many Times have you used the hut in the past year? |  |
| Date(s) and Time(s) Requested | HAVE YOU CHECKED ON THE WEBSITE THAT THESE TIMES ARE AVAILABLE? |
| Fee Enclosed | £7 PER HOUR UNLESS OTHERWISE PREVIOUSLY AGREED WITH BOOKINGS.PLEASE MAKE CHEQUES PAYABLE TO **“NEWTOWN COMMUNITY ASSOCIATION”** |
| Any other information? |  |

Completed forms can be emailed to bookingshut@gmail.com. If you’re not able to do that, please post it to the address below.

It is easier for us if pay by transfer to **Newtown Community Association,** sort code **30-99-08**,account number **22880468**.

Please include in the reference the date of your booking, your name and as much other identifying detail as will fit (e.g. “17APR SMITH PARTY”). Alternatively, you can post payment to the address below.

**Bookings, 9 Herschell Road, Exeter EX4 6LX**

Once we have received and processed your form, we will confirm your booking. Your booking is not guaranteed until we have confirmed it. By signing, you acknowledge that you have read and understood our Terms & Conditions. These are available on the bookings page of the website: <http://www.newtowncommunity.org.uk/hutBookings.html>

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Signed Date