



Newtown Community Centre

BOOKING FORM

Your Name	NAME OF PERSON RESPONSIBLE FOR BOOKING, <i>MUST ALSO SIGN THE FORM</i>
Name of group or organisation, if applicable	
Address	
email	
Mobile number	
Brief description of event or activity	
Approximate Number of Attendees	
Age Range	Children / Youth / Adults / All
How Many Times have you used the hut in the past year?	
Room(s), date(s) and time(s) Requested	HAVE YOU CHECKED ON THE BOOKNIGS CALENDAR THAT THESE ARE AVAILABLE?
Fee Calculation and Total Payable	
Publicise on NCA Website?	IF YOURS IS A REGULAR EVENT OR ACTIVITY, DO YOU WANT THE NCA TO INCLUDE DETAILS ON OUR WEBSITE?
Any other information?	

Please emailed completed forms to bookingshut@gmail.com. If you're not able to do that, you can post to NCA Bookings, 5 Hampton Buildings, Exeter EX4 6SR

When your booking is accepted, please pay by transfer to **Newtown Community Association**, sort code **30-99-08**, account number **22880468**. 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").

Once we have received and processed your form and payment, we will confirm your booking. Your booking is not guaranteed until we have confirmed it. By signing, you acknowledge that you have read, understood and agree to our Bookings Policy, and will adhere to the Centre Hire Rules. Both available on the bookings page: <http://www.newtowncommunity.org.uk/Bookings>

Signed

Date