



Newtown Community Centre

BOOKING FORM

Your Name:	<i>Name of the person responsible for the booking MUST also sign off the form</i>
Name of Group or Organisation, if Applicable:	
Address:	
Email Address:	
Mobile Number:	
Brief Description of Event or Activity:	
Approximate Number of Attendees:	<i>Max number of participants: Large Room; 17, Small Room; 8, Loft Room; Nil</i>
Age Range of Attendees:	Children / Youth / Adult / All
How Many Times Have You Used the Centre in the Past Year?	
Room(s), Date(s), & Time(s) Requested:	<i>Please check the Bookings Calendar on the NCA Website to ensure these dates are available</i>
Publicise Activity on the NCA Website:	<i>If this is a regular event or activity, would you like details to be included on our website?</i>
Any Other Information:	

Please email your completed form to centre@newtowncommunity.org.uk. Alternatively, you can post the completed form to NCA Bookings, Newtown Community Centre, Belmont Park, Exeter, EX1 2HQ

Once we have received and processed this request we will confirm the booking and issue an invoice to the contact details provided above, which is payable within 1 calendar month. Please be aware that your booking is not guaranteed until we have provided confirmation.

I have read, understood and agree to the Bookings Policy and will adhere to the Centre Usage Rules. These are included in the booking pack or at <http://www.newtowncommunity.org.uk/Bookings>

Signed

Dated