



CAMBOURNE PARISH COUNCIL
District of South Cambridgeshire

For Office Use
Invoice no:
Receipt no:
Booking ref:

Booking Form

Venue: Hub (Main Hall, Meeting Room or Whole building) Sports Pavilion / Great Cambourne Cricket Pavilion Lower Cambourne Cricket Pavilion / Bowls Pavilion	
Date of Hiring:	
Time of Hiring:	From _____ am/pm To _____ am/pm
Name: of individual (or organisation) making the booking	
Address: of person to whom all correspondence should be addressed	Post code: Tel No: E-Mail:
Use: purpose of the booking e.g. birthday party, meeting, event	
Alcohol: Are you providing alcohol at your event? Are you supplying the alcohol? Are you providing outside bar facilities? (Supply of alcohol must end half an hour before function ends) Please state the hours for bar facilities.	Yes / No (If no, please ignore the rest of this section) Yes / No Yes / No From _____ am/pm To _____ am/pm

Total cost of Hire: £ _____	For Office Use
Deposit paid: £ _____ Date paid: _____	
Balance to pay: £ _____ (balance must be paid no later than 2 weeks before booking)	
Damage Waiver: £ _____ (to be paid in cash only)	
	Date fully paid: _____ Payment Type: _____

Please make arrangements to collect a key and pay the Damage Waiver in the week leading up to your booking.

I am hiring on my own behalf / on behalf of an organisation (whose authority I have) and by signing I agree to be bound by the conditions set out on the Letting Conditions which I have read and understood.

Sign _____ Date _____

Please complete and return to:
The Hub, Cambourne Community Centre, High Street, Cambourne, Cambridge, CB23 6GW
Telephone: 01954 714403 **Email:** bookings@cambourneparishcouncil.gov.uk