



Events Booking Form (one-off events)

Please be aware that Charles Burrell Centre (CBC) reserves the right to decline or cancel any booking.

Name of Hirer	
Registered Hirer – Yes/ No? (If Hirer Registration Form has not been completed, please do so now)	

Event Type	
Date	
Start & Finish time (NB – please factor in set-up and pack-up time)	
Room(s) required	
Estimated numbers of attendees (NB – more than 100 may require additional staff or services, which may incur an additional fee)	
Method of payment (NB – payment must be received in advance of all bookings)	
Deposit paid? (NB – a deposit of £100 is required for one-off events, outside of standard opening times)	
Public event? (Is your event open to the public? Would you like CBC to include it in regular marketing?)	
Read and understood terms and conditions? (Reception staff to talk through main points, and provide a copy of CBC's terms and conditions)	

For Office Use Only:

Notes for Duty Manager (Any details for Duty Manager to be aware of? E.g. large equipment/ electrical items to check/ Risk Assessments to review?)	
Payment received? Duty Manager to refuse access if hirer has not paid in advance for the hire of the space	