

Recurring Bookings Form

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

<p>Name of regular hirer (please ensure you have completed a 'Hirer Registration form')</p>	
<p>Event Type (e.g. meeting, exercise class, group)</p>	
<p>Regularity of bookings (e.g. one-off/ once per week/ once per year)</p>	
<p>Preferred Day (Please check with reception staff that your preferred day is available at the times required)</p>	
<p>Start & Finish time (NB – please factor in set-up and pack-up time)</p>	
<p>Booking term (e.g. booking ahead for 3 months/ 6 months/ 1 year)</p>	
<p>Preferred Room (NB – if your regular/ preferred room is unavailable, CBC will consult with you in advance of any changes)</p>	
<p>Estimated numbers of attendees (NB – more than 100 may require additional staff or services, which may incur an additional fee)</p>	
<p>Method of payment (NB – payment must be received in advance of all bookings)</p>	
<p>Public event? (Is your event open to the public? Would you like CBC to include it in regular marketing?)</p>	
<p>Insurance and Risk Assessments (If your event is open to the public you must provide CBC with copies of your public liability insurance and risk assessments)</p>	
<p>Terms and conditions read? (Staff can provide you with a copy to look over)</p>	

CBC Bank Details

The invoice you receive from us will confirm our bank details for BACs payments. Here are the details, for your records.

Name: Charles Burrell Centre Ltd

Account Number: 20345884

Sort Code: 60-83-01