

# Thornton Lodge Community Centre

## Booking Form



Thornton Lodge Action Group

Please complete **all** sections below to allow us to proceed with your booking:

<b>Organisation/Group:</b>			
<b>Contact(s)</b>	<b>Forename:</b>		
<b>Address:</b>			<b>Post Code:</b>
<b>Phone:</b>		<b>Mobile:</b>	
<b>E-mail:</b>			

<b>Full Title of Event</b> (as known to participants)			
<b>Date(s) of Event</b> (please specify exact dates)			
<b>Time Required</b>	<b>From</b>		<b>To</b>
Please ensure you have enough time to set up at the beginning of your event and cleaning down at the end of the event.			
<b>Name of Event Leader(s)</b> (on the day)			
<b>Number in attendance</b>			

Cost codes are needed for internal use only

<b>Room Cost Code</b>	
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Is this event for <b>Adults</b> or <b>Children</b> or <b>Both</b> ?			
Will there be <b>Catering</b> at this event?	no	Who will provide the <b>Catering</b> ?	
<b>If using an external catering company please provide a copy of their Food Hygiene Certificate</b>			
Will there be <b>Alcohol</b> at this event? Yes/No	no	If Yes, will the <b>Alcohol</b> be sold or complimentary?	

<b>Room(s) Selection</b>	<b>(please tick)</b>
Hall	
Smaller Meeting Room	
Large Meeting Room	

<b>For Office Use Only:</b>
Booked on by:..... Arrangement Number: .....
Notes:

- I have read, understood and will comply with the Standard Terms and Conditions of Hire of Thornton Lodge Community Centre, including any special conditions imposed because of the Covid-19 pandemic including the Hall risk assessment. By submitting this form, we agree that the hirer or a responsible member of the hiring party will be present throughout the hire period. We undertake to pay all charges and deposits on demand.
- Please sign below to agree with the above statements.

<b>Print Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

Thornton Lodge Community Centre  
 Brook Street  
 Thornton Lodge  
 Huddersfield  
 HD1 3JS

Telephone: 07871938174

E-mail address: [office@tactiongroup.org.uk](mailto:office@tactiongroup.org.uk)  
 Web: [www.tactiongroup.org.uk](http://www.tactiongroup.org.uk)

Payment invoice to

Thornton Lodge Action Group  
 HSBC Bank  
 Sort Code 402510  
 Account No. 33812901