

PAKISTAN CENTRE

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Email: admin@pakistancentre.org.uk

HALL HIRE APPLICATION FORM

Thank you for choosing Pakistan Centre for your event. Please complete this application form so we can contact you in case of any queries.

Name: _____

Address: _____

Post code: _____ Tel: _____

E-mail: _____

IF YOU ARE BOOKING ON BEHALF OF YOUR ORGANISATION, PLEASE PROVIDE DETAILS.

Name of Organisation _____

Address: _____

Post code: _____ Tel: _____

E-mail: _____

Contact Person: _____ Position: _____

Day & Date of event: _____

Start time: _____ am/pm Finish time: _____ am/pm

(The building MUST be vacated no later than 30 minutes after the finish time stated above otherwise you are liable for additional charges)

TYPE OF EVENT (please tick)

- Mehndi/ Wedding/Party
 Other _____

- Seminar/Conference/Meeting
Approximate no. of people: _____

YOUR REQUIREMENTS (please tick)

- Main Hall (Capacity 250 people)
 Small Room (Capacity 10 people)
 Refreshments/Meals (Additional charge)

- Kitchen (only for warming food)
 Large Room (Capacity 20 people)

HALL HIRE CHARGES

Main Hall	e.g. Weddings, Mehndis, Large gatherings	£550
Main Hall	e.g. Children's Birthday Parties	£250
Main Hall*	e.g. Community/Volunteer Sector Meetings (up to 3 hours during normal office hours)	£100
Small/Large Room*	e.g. Professional Meetings/Training (during normal office hours)	£25/hour

*Additional charge of £25/hour for period exceeding 3 hours.

*Additional charge of £25 applies for weekends & evenings

DEPOSIT

To secure your booking a 50% deposit is required.

An additional £50 refundable is also required to cover charges in respect of any damage or people exceeding their booking period.

PARKING

Please note that there is no parking provided by the Pakistan Centre.

However, Asiana Hypermarket (across the road from us) operates a phone and pay system.

The terms and conditions of hire are enclosed with this form and must be read before agreement to hire is made either in writing or by verbal consent.

I understand and accept the terms & conditions of hire, Pakistan Centre reserves the right to refuse or cancel a booking.

Signed: _____

Date: _____

For official use only

Booking taken by:		
Total required	£	
Deposit (minimum 50% of total)	£ _____	Cheque / Cash
	Date:	Received by:
Balance due	£ _____	To be paid at least 7 days prior to date of event
Final Payment	£ _____	Cheque / Cash
	Date:	Received by: