

PAKISTAN CENTRE

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PREMISES HIRE APPLICATION FORM

Thank you for choosing Pakistan Centre for your event.

Please complete this application form fully and return within 14 days before your requested booking date. We will contact you in case of any queries.

Full Name: _____

Full Address: _____

_____ Post code: _____

Home Tel: _____ Mobile Tel: _____

E-mail address: _____

Please provide details of your organisation if applicable.

Name and address of organisation:

Contact person: _____ Position: _____

Tel: _____ Fax: _____

E-mail: _____

Day of event: _____

Date of event: _____

Start time: _____ am/pm

Finish time: _____ am/pm

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

Type of event (please tick)

- Mehndi Wedding Seminar/Conference
 Birthday party Meeting Other _____

Approximately how many people will attend: _____

Please state your requirements (please tick)

- Main Hall (Capacity 250 people) Kitchen (only for warming food)
 Small Room (Capacity 10 people) Large Room (Capacity 20 people)

Please tick any additional requirements.

- PA sound Flip chart OHP/PP Laptop Refreshments Meals
(Additional charge) (Additional charge)

Other requirements:

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: _____