



Room Hire Booking Form

This form is to be used for the booking of any of The Sutton Centre rooms.

Private Hire of:

Main Hall

Training Room

Name of Person responsible for hire	
Group/Organisation	
Address	
Date and time required	
Contact Number	
Estimated number of Participant	
Description of activity	
Agreed charge	

Please note

One off Events: A £30 deposit needs to be made prior the event as well as full hire charge. The £30 deposit will be refunded after the event and building is returned as set standard to hire policy.

Confirmation of Hire:

I agree to comply with and be bound by the terms and conditions of hire as set out by The Sutton Centre Room Hire Policy and costs set out in this agreement

Signed by Hirer: _____ Date: _____

I can confirm on behalf of The Sutton Centre that the booking indicated on this form is accepted, subject to conditions set out in our Room Hire Policy and the charges agreed above.

Signed by Centre: _____ Date: _____

Deposit returned

Signed: _____ Date: _____