Fishburn Youth & Community Centre Butterwick Road, Fishburn, TS21 4ED  
**Room Booking Form** www.fycc.org.uk enquiries@fycc.org.uk

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| **Date of Hire:** | | |
| **Times of Hire** | **Start Time:** | **End Time:** |
| **Purpose of Hire:** | | |
| **Room(s) required:** | | |
| **Number attending:** | | |
| **Hirer’s Name:** | | |
| **Hirer’s Address:** | | |
| **Hirer’s Telephone Number:** | | |
| **Hirer’s E-mail Address:** | | |

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| **Hire Agreement**  I have received a copy of the Standard Terms and Conditions of Hire as well as information on the Alcohol Licensing Objectives *(If necessary)* and by signing below I am in agreement with all terms and conditions.  Signed: Date: Staff Initials: | |
| **Payments**  Total Cost of Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Hours @ £\_\_\_\_\_\_\_\_\_\_\_\_\_\_ = £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Booking Deposit**  Your booking will only be confirmed when you have made a deposit of at least 50% of the cost of your booking.  **Balance**  The balance should be paid at the end of your booking. | Amount Paid:  Date Paid:  Receipt Number:  Staff Initials:  Balance Paid:  Date:  Receipt Number:  Staff Initials: |
| **Damage Deposit** *(Alcohol Sales Only)*  A £50.00 refundable deposit is required to be paid before the booking if alcohol is to be served. Any damages will be deducted from this prior to reimbursement. | Deposit Paid:  Date Paid:  Staff Initials:  Amount Refunded:  Date:  Hirer Initials: |

For more information please contact us on 01740 629536 or the above address.