



Hangleton Community Centre  
 Harmsworth Crescent  
 Hove, East Sussex  
 BN3 8BW  
 Tel: 01273 292962



office@hangletoncommunitycentre.org.uk  
 www.hangletoncommunitycentre.org.uk

Charity Number #1151567

Company Number # 8395631

## PARTY BOOKING FORM

NAME.....TEL.....

ADDRESS.....

.....POSTCODE.....

EMAIL ADDRESS.....

DATE OF PARTY...../...../..... APPROX NUMBER OF CHILDREN.....

TIME OF PARTY 10:30-12:00  13:00-14:30  15:30-17:00  Other \_\_\_\_\_

MEDIUM HALL ONLY £40 <input type="checkbox"/>	LARGE HALL ONLY £50 <input type="checkbox"/>	SMALL PARTY: £60 <input type="checkbox"/> Tiny Tim's & JW room	MEDIUM PARTY Tiny Tim's & Hall 2 £70 <input type="checkbox"/>	MUSIC £3.00 <input type="checkbox"/>
BIG PARTY 2: £90 <input type="checkbox"/> Hall & bouncy castle	BOUNCY CASTLE PARTY: £120 <input type="checkbox"/> Hall, Bouncy Castle & Tiny Tim's	PING PONG TABLE £10 <input type="checkbox"/>	POOL TABLE ONLY £10 <input type="checkbox"/>	POOL & PING PONG TABLE £15 <input type="checkbox"/>

	Amount	Date Received	BACS	Staff Signature
Hiring Fee	£	/ /	<input type="checkbox"/>	
Deposit	£	/ /	<input type="checkbox"/>	
Payment 1	£	/ /	<input type="checkbox"/>	
Payment 2	£	/ /	<input type="checkbox"/>	
Payment 3	£	/ /	<input type="checkbox"/>	

To confirm your booking you need to return this form and pay a £25 Refundable Deposit within 7 days of your party being pencilled. After that you can pay in instalments providing the amount due is paid in full 21 days before the party. Cheques should be made payable to Hangleton Community Association.  
 Our BACS details are: Sort code 40-52-40 / Account number 00023112.  
**Please use your surname and date of party as a reference for all your payments.**

I have read, understood and I agree to the conditions set out by the HCA  
 Date        /        /                      Signed.....

Please add my email address to the Hangleton Community Centre's newsletter emailing list

We thank you for choosing us for your party venue, we hope you have a great time	LIKE US ON <b>facebook</b>	Follow us on <b>Twitter</b>	@HCChangleton
--	-------------------------------	--------------------------------	---------------

# Refundable deposit scheme -

FOR OFFICE USE ONLY
Name _____
Date of party _____

£25 <input type="checkbox"/>	Date received ...../...../.....	Cash <input type="checkbox"/> Bacs <input type="checkbox"/> Cheque <input type="checkbox"/>	Received by .....
------------------------------	------------------------------------	---	----------------------

Your deposit can be refunded up to 10 days after the party providing:

- You leave the premises on time  (30 minutes after your slot)
- Any equipment you use is left in good working order, washed up and tidied away
- Kitchen surfaces, floors, tables and chairs are clean and free from food items
- Balls in the soft play room are back in the ball pit  N/A

Was Music played at the party? Yes  No  (if you have not paid the £3 music licence fee then this will be deducted from your deposit)

Comments.....

Members of staff on duty.....

Deposit Refunded £	Date of refund ...../...../.....	Cash <input type="checkbox"/> Bacs <input type="checkbox"/> Acc Name..... ..... Sort - - Acc .....	Users signature .....
Yes <input type="checkbox"/>			
No <input type="checkbox"/>			

Authorised by.....