



Application to book The Box Moor Trust Centre for a one-off or series of events.

Name of Applicant:	
Company Name or Organisation:	
Charity No. or Company No.:	
Billing Address:	
Contact Tel No.:	
Contact Email Address:	
Billing Email Address:	
Purpose of Booking:	
Day & Date of one- off event:	
or: Details for a series of events:	
Room(s) Required: Access Requirements If you have any specific access needs, please inform us prior to booking so appropriate arrangements can be made.	
Desired Room Layout:	
Other equipment required if available:	
Start Time (including set up time):	
Finish Time (including clearing up time):	
Expected Attendance:	
Details of Refreshments Required & any other comments:	

I have read and agree to abide by the terms and conditions of letting for The Box Moor Trust Centre Facilities:

Signature of Hirer

Date

This form does not guarantee that the premises are available on the date you have requested. We will confirm availability when prior bookings and other circumstances have been taken into account but you will receive confirmation from us.

The Box Moor Trust Centre, London Road, Hemel Hempstead, Herts, HP1 2RE

Tel: 01442 253300, Email: admin@boxmoortrust.org.uk

www.boxmoortrust.org.uk

Registered Charity No: 206142

Cancellations made less than 14 days in advance: A cancellation fee of **50% of the total hire charge** will apply. ***Cancellations made less than 48 hours in advance:*** A cancellation fee of **100% of the total hire charge** will apply.

Use of the kitchen area requires prior agreement.

*Any booking on weekends and weekdays after 5pm will incur a **£40 out of hours fee.***

Please Note: We want to keep the Trust Centre clean and welcoming for everyone. If any damage occurs or additional cleaning is needed after your booking, professional cleaning charges may apply.