

**The Meads Community Trust Booking Form**

Please give us your contact details:

Name:

-----

Address:

-----

Contact number:

-----

E-mail:

-----

What is the purpose of the booking? (i.e. A party/ activity/ exercise class etc)

-----

Will this be a regular booking? If yes please state how often and what days required.

-----

What is the date of the booking? If a regular booking please state the start date

-----

Please complete and return to:

The Meads Community Centre

Emerald Crescent

Sittingbourne

Kent

ME10 5JL

Your booking will be confirmed via e-mail once the form and a £10 booking deposit (to be deducted from your 1<sup>st</sup> month's fees/event fee) have been returned and dependent on availability.

A refundable damages deposit of £150 must be paid. Damages deposits must be paid a month prior to the booking to prevent the event being cancelled without warning.

The full fee must be paid no later than a week prior to the date of the event to avoid cancellation.

Regular users can negotiate with the trust regarding their payment dates but all fees must be paid a month in advance. Regular users must pay a refundable damages deposit of £50.

Please make cheques payable to 'The Meads Community Centre Trust.'

We encourage walking and cycling to the hall and therefore offer a discounted rate to residents.

Please note: We will not be guaranteeing exclusive use for particular classes. Please be aware at the time of booking that other hirers may also be offering similar services. We will take on all bookings who require the services of the hall.

### The Meads Community Centre Hire Rates

#### Main Hall

	Resident	Non Resident	
Regular booking	£10	£12	Minimum 1 hour slot
Non-Regular booking	£12	£14	Minimum 2.5 hour slot
Weekend	£45	£60	5 hour slot (after 12pm)

#### Meeting room

	Resident	Non Resident	
Regular booking	£7.50	£10	Minimum 1 hour slot
Non-Regular booking	£10	£12	Minimum 2.5 hour slot
Weekend	£10	£12	

#### Community Centre opening hours

Monday-Thursday	9am- 9pm	
Friday – Saturday	9am-11pm	(Music switched off by 11pm)
Sunday	9am- 6pm	

Please note: Regular bookings must be for a minimum of 6 months. Cancellation must be made in writing to the Trust with 1 months' notice. Regular sessions cannot be booked on a Friday evening, on Saturday 12pm-11pm or on Sunday to allow the hire of other community and private events. Residents must provide identification such as a utility bill when booking to secure the lower rates. The Trust reserves the right to request a security/damages deposit at the time of booking. This will be deducted or returned after the event has taken place.

For further information or clarification please contact us on

[themeadscommunitycentrtrust@rocketmail.com](mailto:themeadscommunitycentrtrust@rocketmail.com) or find us on Facebook - The Meads Community Trust

