

109 St. James Road
Northampton
NN5 5LD

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Email: office@doddridgecentre.org.uk



Booking Form – Doddridge Centre & St James Community Centre

Name of the Hirer/Organisation:	
Charity Registration Number (if applicable):	
Your order number (if applicable):	
Your PO number (if applicable):	
Address:	Invoice Address (if different):
Main Contact - Name:	
Main Contact - Email address:	Main Contact - Tel.no:

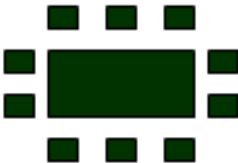


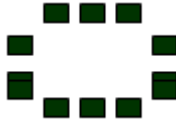
Purpose of Hire:			No of Sessions:	
Room Required:	Day(s)	Date(s)	Times(s)	No of people attending
Will sound recordings be used at this event?				YES* / NO

*(If YES you may require a PPL Licence please obtain an application form from the Doddridge Office, or telephone PPL direct on 020 7534 1000.)

We have a car parking system installed at The Doddridge Centre. If you or your delegates park in our car park you MUST enter your car registration details into the key pad at Reception within 10 minutes of driving into the car park. Please ensure you pass on this information to your delegates.

- **Bookings for Saturday and Sunday are by arrangement**
 - **Non Refundable Deposit required with booking**
- **Full payment to be made at least 7 days prior to booking date for (one-off bookings only)**
 - **7 days' cancellation notice for one off bookings**
 - **48 hours' cancellation notice for regular bookings**

Please indicate all your requirements:

Set Up Requirements			
Board Room Style	Theatre Style	U Shape	Chairs in Circle
			
Other please specify			

Equipment Requirements:	
Laptop (£10.00 per session)	
TV (£10.00 per session)	
Flip Charts	

Declaration:

I have read and agree to observe the Conditions of Hire.

I confirm that I am over 18 years.

Signature of Applicant:
Date:
Position held in organisation (if applicable):

All bookings will be invoiced during the month of hire, payment terms are 14 days from the date of invoice.

