**Community centre booking form**

**Email completed form to: enquiries@futureshg.co.uk**

|  |  |
| --- | --- |
| **Name of group :** | **Centre required :** |

|  |  |
| --- | --- |
| **Dates required**  *Include each individual date* | **Time required AM/PM**  *Including set up and clear away time* |
| ***E.g. 1 December 2023*** | ***10.00am – 3.00pm*** |
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| **See overleaf for more space** | |

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| **Your details** |
| Name: |
| Tel: |
| Mobile: |
| Email: |
| Address: |
|  |
| Postcode: |

**Futures customer: ¨**

**Charitable organisation: ¨**

**Non-profit making groups/event: ¨**

**Other group / event: ¨**

**¨ - Tick to confirm you have read and agree to the terms & conditions. Any breach can result in cancellation or refusal of booking.**

**Signature: \_**\_\_\_\_\_\_\_ \_\_\_\_ **Print name:** \_\_\_\_ \_\_\_\_\_\_**Date:** \_\_\_\_\_\_ \_\_\_\_

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| **Dates required**  *Include each individual date* | **Time required AM/PM**  *Including set up and clear away time* |
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# **For Futures use only:**

Date booking received:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Initial | Date |
| Total hours |  |  |  |
| Total charge |  |  |  |
| Booking code |  |  |  |
| Booked in calendar |  |  |  |
| Payment received |  |  |  |

**Terms & conditions for the hire of Futures’ community centres**

The centre means the community centre owned by Futures Housing Group (Futures or FHG).

The event date means the date of the event or facility for which the booking is made.

All correspondence should be addressed to the Customer Services team at: [enquiries@futureshg.co.uk](mailto:enquiries@futureshg.co.uk)

* + 1. You must complete and sign an official booking form before the event date. The booking will not be confirmed until the official booking form and payment is received with an email or phone call acknowledged by Futures.
    2. Keys for the community centre will be stored in keysafe 1 outside the front door. The code to the keysafe will be 1564. If there are any issues with accessing the keysafe, please contact us. There will be a £10 charge for the loss or no return of key.
    3. The charges are as follows :

**Futures customer: There may be no charge if you’re booking the community centre nearest to your home, as this may be included in your service charge. Please don’t make a payment until you’ve submitted this form as our Customer Services team will confirm if a payment is needed.**

**Charitable organisation rate: £8 an hour for registered charities.**

**Non-profit making group: a group/event that is run for the benefit of residents in the community, and where any profits are used for the benefit of the group: £9 an hour.**

**Other groups: this can include a business - £12 an hour**

**If two rooms are used then you will be charged for two rooms.**

Futures reserves the right to review and implement charges.

Payment is made over the telephone by calling 0300 456 2531 or a BACS payment which is to be made at the time of booking but customer services will need to be made aware of this.

Sort code: 60-17-33

Account number: 11001240

Reference: (this will be given to you at time we receive your booking form)

* + 1. All cancellations made by Futures will be refunded.

If you cancel your booking we need ten working days’ notice in writing (email or letter) for you to receive a refund. If you cancel less than ten working days before your event, we will not refund your charges.

* + 1. You are responsible for any damage caused to the centre or its contents, fixtures and fittings during your hire period. You must return furniture to its original setting and leave the room clean and tidy after use. All damage to the centre will be recharged.
    2. Facilities are provided for making tea or coffee but we do not supply any drinks.
    3. You cannot store or leave behind any equipment relating to your group or booking. Persistent breaches of this could result in bookings being cancelled or refused.
    4. All our centres have a no smoking policy. This includes e-cigarettes and vapes.
    5. Alcohol is not permitted to be sold.
    6. Only assistance dogs are allowed in the centre.
    7. You are responsible for any additional license fees which become payable as result of hiring.

**1.1.12** Futures Housing Group is a registered Data Controller and your data will be processed in accordance with the *Data Protection Act 2018* and *General Data Protection Regulation*.  For details on how we use your personal data, please see <https://futureshg.co.uk/privacy/>

* + 1. Details of the hirer may be stored on a computer. We will not share any of your information with any third party without your express permission.