

**BOOKING FORM**

**George Williams Centre**

Please note that bookings will not be considered confirmed until this completed form has been received.

<b>Name of Organisation/ Hirer:</b>			
<b>Address of Organisation/Hirer:</b>		<b>Contact Tel:</b>	
<b>Contact Email:</b>			
<b>Date of first booking: (DD/MM/YY)</b>	<b>Date of last booking: (DD/MM/YY)</b>	<b>Times Required (including preparation/clearing time):</b>	
<b>Number Attending:</b>	<b>Adults:</b>		<b>Juniors:</b>

**Room Hire**

Hire rates are charged as per the times stated above, 1/2 day rates are applicable from 0800 – 1200 or 1300 – 1700 only. Room hire facilities can be set up in the following styles:



Room	Hourly Charge	1/2 Day Charge	Day Charge	Required	Room Set Up
The Consultation Room	£10	£30	£60		
Function Room A*	£30	£90	£180		
Function Room B*	£25	£75	£150		
Function Rooms A & B*	£50	£150	£300		
Activity Room *	£20	£60	£120		
Sports Hall – Half Hall	£20	£60	£120		
Sports Hall – Whole Hall	£35	£105	£210		
Field	£10	£30	£60		

\*Please note these rooms are only available from 1700 in the evenings and on weekends.

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

**Payment Details:**

To wish to pay by card in advance of the booking	
I wish to pay via invoice in arrears monthly of the booking (please complete below, no bookings will be accepted without a PO number).	

<b>Name of Organisation/Hirer:</b>		<b>Booking Contact:</b>	
<b>Invoice Address:</b>		<b>Purchase Order No./Invoice ref:</b>	
<b>Hire charge: (Completed internally)</b>			
<b>Invoice email:</b>		<b>Invoice Tel:</b>	

**Cancellation Policy:**

Should the venue hire day be cancelled, the following policy will be applied:

- Notice served 10 or less working days prior = 100% of total venue hire charged
- Notice served less than 20 working days prior = 50% of total venue hire cost charged
- Notice served 20 or more working days prior = 100% of total venue hire refunded
- YMCA reserve the right to cancel any bookings due to unforeseen or unavoidable instances, in this circumstance a rearranged visit will be offered at the earliest convenience

I also agree to comply with, and be bound by, YMCA Dulverton Group Terms and Conditions.

<b>Signed:</b>		<b>Date:</b>
<b>Print Name:</b>		

Please return completed form to: [bookings@ymca-dg.org](mailto:bookings@ymca-dg.org)