

Bells Gardens Community Centre

19 Buller Close, London SE15 6UJ, Tel: 020 7639 6718, Fax: 020 7732 2585

Email: bells@sgto.co.uk. Website: www.sgto.org.uk/bells

PROVISIONAL BOOKING FORM

Name (Main contact)		
Organisation		
Address		
Telephone		(M)
Email		
Purpose of Hiring	<input type="checkbox"/> Private Function <input type="checkbox"/> Meeting <input type="checkbox"/> Activity <input type="checkbox"/> Other	
Date Required	1 st Choice	2 nd Choice
Time Required	Start:	Finish:
Number of People Attending		
Type of Hall Required	<input type="checkbox"/> Small Hall <input type="checkbox"/> Main Hall <input type="checkbox"/> Meeting Room	
Would you Require the use of Kitchen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Any Other Requirements		
Additional Information about the event if necessary		

OFFICE USE

Resident Rate

Full Payment Received

Non-Resident Rate

Deposit Returned

Deposit Paid

Contract of Hire Completed

Office Comments

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