

THE OVAL (STEVENAGE) COMMUNITY ASSOCIATION  
THE OVAL COMMUNITY CENTRE, VARDON ROAD  
STEVENAGE, HERTS, SG1 5RD  
TELEPHONE (01438) 359404

**HIRE OF MAIN HALL**

NAME: ..... DESCRIPTION OF PARTY  
Mr / Mrs / Ms / Miss

ADDRESS: .....  
.....

.....POSTCODE..... MOBILE .....

EMAIL ..... HOME .....

BOOKING DATE .....

BOOKING TIME From ..... To .....

TIME OF PARTY Start ..... Finish .....

NUMBER OF PEOPLE ATTENDING (maximum 200) .....

DO YOU REQUIRE USE OF THE KITCHEN? YES / NO

DO YOU REQUIRE A LICENSED BAR? YES / NO (Minimum of 70 people for a licensed bar)

Please state times: From ..... To .....

(11:00pm latest) Free alcoholic drinks may be supplied for TOASTS ONLY whilst our bar is shut.

I have read the Conditions of Hire and agree to abide by them.

I understand that I will forfeit my deposit if the booking is cancelled or if the Conditions of Hire are not adhered to in any way.

I ENCLOSE A DEPOSIT OF £..... DEPOSIT RECEIVED ..... C/SLIP.....

DATE ..... SIGNATURE OF HIRER .....

DEPOSIT REFUND: This is paid directly into your bank account the week following your party / function.

Please provide us with your bank details. Thank you.

A/C name ..... Sort code ..... A/C no .....

DEPOSIT REFUND: Can be paid by cheque. Please indicate with a tick if required .....

Payment must be made to the office between hours of 9:00am – 2:30pm Mon – Thurs & 9:00am – 12:00pm Fri's

Cheques should be made payable to the "The Oval (Stevenage) Community Association".

Bank transfer payments to Co-op Bank, Sort code 08-92-99, Account Number 65545542

Confirmation of your booking will be forwarded after receipt of your deposit.

A booking without a deposit is not be a secure booking.

PLEASE RETURN THIS FORM TO THE ABOVE ADDRESS