

BUCKBY LIBRARY & HUB

*for books & buzz*

Station Road | Long Buckby | Northampton NN6 7QB |

t: 01327 842591 | e: info@buckbylibraryhub.org | www.buckbylibraryhub.org | Charity: 1185196

**VENUE BOOKING FORM - EXCLUSIVE USE**

**Hirer Details**

Individual/group/business name………………………………………………………………………………..

Address…………………………………………………………………………………………………………….

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Postcode ……………… Telephone No …………………………. E-mail ………………………………..

If invoice details are different to the above, please complete here………………………………………….

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Are you a registered charity? Yes/No Charity Number …………………………………………

Are you a not for profit organisation? Yes/No

**Booking Details**

Event Name…………………………………………………………………………………………………….....

Date…………………………………………………………………………………………………………………

Start Time …………………………….................. Finish Time ………………………………………………

Further Dates ……………………………………………………………………………………………………..

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**Exclusive use [when the Library is closed] Rates :**

Charities & Not for Profit: @ £7 per hour

Business and Private: 9am to 5pm Monday @ £10 per hour

Business and Private: 9am to 1pm Wednesday @ £10 per hour

Business and Private: 5pm to 10pm Monday to Friday @ £15 per hour

Business and Private: 1pm to 10pm Saturday. 10am to 6pm Sunday @ £15 per hour

Booking Total for first date: hours @ £ per hour is £

Booking Total for further dates: hours @ £ per hour is £

**Full Booking Total £**

**PAYMENT TERMS**

A 50 % deposit is due on confirmation of the booking(s).

Invoices will be issued within 14 days of the date of the event unless otherwise agreed.

Payment should be made within 7 days of the date of the invoice as follows:

By Bacs:

To our bank account stating your invoice reference number:

Bank Name: Lloyds Bank;
Account name: Buckby Library & Hub
Sort Code: 30-90-09
Account Number: 50850268

By Cheque, via post or by hand, payable to:

Buckby Library & Hub

Station Road

Long Buckby

Northampton

NN6 7QB

**I have read and agree to observe the BL&H Booking Terms and Conditions.**

**I have read and agree to observe the Covid Notice for Room Hire.**

**I will comply with the Fire Safety Regulations as displayed on the premises.**

Signed……………………………………………….. Date …………………………………….

Hirer

**Booking availability and booking total confirmed to the Hirer**

Signed……………………………………………….. Date …………………………………….

Bookings Manager

**PLEASE SIGN TWO COPIES OF THIS BOOKING FORM.**

**PLEASE KEEP ONE FOR YOUR RECORDS AND SEND ONE VIA EMAIL, POST OR BY HAND TO:**

BOOKINGS MANAGER

BUCKBY LIBRARY & HUB

STATION ROAD

LONG BUCKBY, NORTHAMPTON

NN6 7QB