

Greenstead Community Centre Booking Form

Name: _____

Address: _____

Town/City: _____

Post Code: _____

Phone No: _____

Mobile No: _____

Email: _____

Purpose of Hall Hire:		Which room do you require:	
Party		Main Hall	
Training		Meeting Room	
Community Group/Club		Small Meeting Room	
Religious Group		Creche	
Fitness Activity		Cafe	
Healthcare		Combination of:	
Other, please specify:			

Date of function: _____

Time of function: _____

Light Buffet?

Yes / No

If Yes, how many: _____

(£4.00 per head, minimum 10 people)

Further buffet details will be sent out once booking has been confirmed

OHP + Screen required?

Yes / No

Tables and chairs?

Yes / No

If Yes, how many: _____

Do you intend to sell alcohol at your function?

Yes / No

Any other requirements?

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In adherence to Colchester's new recycling policy, all hall hirers must take responsibility for their own refuse. Greenstead Community Centre will supply 2 complementary bin bags to do this.

Please tick to confirm that you are responsible for your own refuse



Greenstead Community Centre will supply security to late evening bookings after 10:30pm, this will incur a surcharge that is added to the booking.