

# HDCCC Booking Request

**Please retain a copy for your information and to confirm your booking, sign and return this form**

Sent out on

*Organiser's name and address*

Tel/mobile:  
Fax:  
Email:

Harlow & District Chinese Community Centre  
Lower Meadow, Commons Road  
Harlow Essex CM18 7RT  
Office Tel: 01279 414096  
Centre Manager: Ms. Janet Hammond  
Email: [harlowchinese@yahoo.co.uk](mailto:harlowchinese@yahoo.co.uk)  
[contact@harlowchinese.com](mailto:contact@harlowchinese.com)

The following details are in confirmation of your booking made on

Date	Meeting/Event/Course title	Name of Organiser

## Room Requirements

Date	Rooms Required	Start time	Finish time	Max. No. of Delegates	Room layout
	Hall				Tables and chairs (Please specify setting style)
	Room				

## Equipment

Date	Television/Video	Cassette/CD Player	Flip Chart Stands	Overhead Projector	Photocopier	Fax Machine	Stationery	Other

## Refreshments

Date	Please insert time of Tea/Coffee & Biscuits	Lunch	Time of Lunch	Other

## Delegate Requirements

Date	Disabled access	Special Dietary Needs	Other

## Breakdown of agreed charges:

Room charges:	£25/hr X Hrs. = £	I confirm that the information is accurate and according to my requirements, I agree to abide by the booking conditions on the reverse of the copy.  Signed .....
Hall charges:	£35/hr X Hrs. = £	
Refreshments:	£1.50/head X = £	
Lunch:	£10/head X = £	
Special Requirements:		
Other:		Name:
Total cost of booking:	£	Date:

**N.B .Harlow & District Chinese Community Centre reserves the right to refuse this booking.**

*Please send a copy of your programme to assist us in making your day a great success*

## Terms & Conditions

1. The Organiser and delegates must adhere to using the room(s) between the times stated on the booking form.
2. The Organiser is responsible for any loss/damage to furnishings/equipment provided in the room(s) during the times stated on the booking form.
3. The HDCCC cannot be held responsible for any loss, damage or injury to persons or property while using its Centre or car park.
4. Organiser's must have appropriate insurance cover before confirming a booking.
5. The HDCCC reserves the right to refuse to accept a booking.
6. Cancellation of a booking must be made in writing 15 working days before the agreed date of hire, including refreshments/lunch; otherwise the Organiser must meet the full cost.
7. Alterations to a booking must be made no later than 10 days before the agreed date of hire, and confirmed by the Organiser in writing.
8. The Organiser must confirm a provisional booking by signing and returning a copy of the booking form no later than 20 working days before the agreed date of hire, otherwise the dates may be offered for hire to other parties.
9. Food and drink, unless for a specific dietary requirement, must not be brought into the Centre, unless by prior permission of the Manager.