

For official use only	
Date of receipt	
Application no	
Customer no	
Invoice no	
Completed	

**TRAFFORD COMMUNITY LETTINGS SERVICE
SALE WEST COMMUNITY CENTRE
ROOM BOOKING APPLICATION FORM**

Thank you for choosing Sale West Community Centre. Please complete this application form, and return within 14 days to the Community Centre or the Central Lettings Department (please see page 3 for address details). We will contact you in case of any queries. Please note there are three pages for completion although all sections may not apply.

Title ie; Mr, Mrs

First name in full

Surname

**Address
(including post code)**
.....

Daytime tel no

Evening tel no/mob no

E mail address

If you are acting on behalf of a business, club, organisation etc, please state below its full name and address plus your position there.

.....
.....
.....

I/we would like to book (please tick)

- | | |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Hall (capacity 140 people) | <input type="checkbox"/> Café area (capacity 60 people)
Only available certain times |
| <input type="checkbox"/> Committee Room
(capacity 20 people) | <input type="checkbox"/> Kitchen (teas/coffees only) |

Type of event eg; meeting or type of social occasion.....
.....

How many people will attend?

Day of eventDate of event

Start timeam/pm End timeam/pm
(The building **MUST** be vacated no later than 15 minutes after the end time stated above)

The terms and conditions of hire are enclosed with this form and must be read before agreement to hire is made either in writing or by verbal consent. Please note that a £15.00 admin fee will be charged, should you change details of the booking after confirmation ie; date, times or room.

Signed..... Date

If you feel that there is any other information we need to be aware of, please comment below (eg. Seating plan, ohp required)

.....
.....
.....
.....

INTERNAL TRAFFORD DEPARTMENTS ONLY

We cannot process your booking request without a cost centre and general ledger code!

Cost centre	
General ledger	

BLOCK BOOKING APPLICATION

Please note that all three pages of the application form should be returned!

January **Dates**
 Times

February **Dates**
 Times

March **Dates**
 Times

April **Dates**
 Times

May **Dates**
 Times

June **Dates**
 Times

July **Dates**
 Times

August **Dates**
.....
 Times

September **Dates**
 Times

October **Dates**
 Times

November **Dates**
 Times

December **Dates**
 Times

**Please return this completed form to: Community Lettings Services,
Asset Management, Waterside House, 2nd floor, Sale Waterside, Sale,
M33 7ZF**

Tel 0161 912 1072/3001 fax 0161 912 1652
Email- lettings@trafford.gov.uk