



Dalgarno Trust, 1 Webb Close, London W10 5QB

PRIVATE FUNCTIONS BOOKING FORM

Name	
Address	
Postcode	
Telephone	
Email (essential)	
Date of hire	
Purpose of function	
Number of guests	

Function time – please allow one hour each for setting up and clearing up

Set up (£10/hour)	Start	Finish	Clean up (£10/hour)	Total hours

Rooms

Room	Café	Garden Room	Sports Hall	White Room	Kitchen	Playground
Capacity	50 people	40 people	200 people	40 people	10 people	N/A
Price Weekdays 9-5	£45/hour	£45/hour	£55/hour	£45/hour	£25/hour	£25/hour
Price Weekdays after 5 & Weekends	£55/hour	£55/hour	£65/hour	£55/hour	£35/hour	£35/hour
Tick room required						

The additional cost out of office hours covers a steward. The increased fee outside of office hours cover a steward. Depending on the nature of the function, The Dalgarno Trust may decide that more than one steward is required, which the hirer will pay at £10 per hour.

These additional rooms may be added for £30/per hour each (excludes sports hall). Please tick as required.

Café	Garden Room	White Room	Kitchen	Playground



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Requirements – do you require the use of the following:

	Yes	No
Banquette tables -how many needed?		
Café tables -how many needed?		
Chairs -how many needed?		
Use of the lift (Max weight 680kg)		
Fridge		

A 20% discretionary reduction in venue hire cost is available to those living in the immediate area around Dalgarno Trust Community Centre. Proof of address is required.

Payment details: Card payment only. £200 cash deposit. Payment in full 7 days before the event.

Signed _____ Print name _____

Date _____

If you have any further enquiries regarding your booking please contact Pam on pam@dalgarnotrust.org.uk, 020 3398 1830

To be filled in by Dalgarno Trust

	Payment method	Amount	Date paid	Received by	Signature
Deposit	cash	£200			
Hire total	card	£			
Steward hours at £10/hour	cash	£			
Total		£			

	Amount	Date	Reason	Signature
Deductions from deposit	£			
Refunded deposit	£			