



Somerford ARC Community Centre

20 Southey Road, Christchurch, BH23 3EH
01202 470770/ info@somerfordarc.com

Single Booking Agreement

Booking details

Full Name	
Date of Event	
Start time	
Finish time	

Please allow an additional 30 minutes before and after your event for setting up and clearing away.

Hirer Details

Full Name	
Address	
Postcode	
Contact Number	
Email	

Event information

Expected number of attendees (*for safety and monitoring purposes*):

Hiring space required

(please tick ✓)

- ☐ Main hall
- ☐ IT Suite
- ☐ Snug

Entertainment

(please tick ✓)

- ☐ Bouncy Castle
- ☐ DJ
- ☐ Magician

Please note:

- Bouncy castles must fit beneath our 2.5m ceiling height.



Somerford ARC Community Centre

20 Southey Road, Christchurch, BH23 3EH
01202 470770/ info@somerfordarc.com

- All entertainers must have Public Liability Insurance and PAT-tested equipment.

Payment information

Hire Fee: £14.00 per hour

Deposit: £50.00

Payment Schedule

- The deposit is due 4 weeks before the event.
- The full hire fee is due 2 weeks before the event.

The Deposit

The deposit may be retained (in full or part) if:

- Damage occurs during the hire.
- Additional cleaning is required.
- The booking is cancelled with less than 7 days' notice.
- The Terms and Conditions of Hire are breached.

Deposit Refund

Subject to the conditions above:

- **BACS payments:** refunded by BACS on the first Monday after the event using your provided bank details
- **Cash payments:** refunded in cash on the day of the event after final inspection

Bank Details (BACS Payments only)

Account Name: _____

Sort Code: ____ / ____ / ____

Account Number: _____

☐ I confirm these bank details are correct and may be used solely to refund my deposit.

Compliance Checklist

- | | |
|--|--------------------------|
| I have read and agree to the terms and conditions of hire. | ☐ |
| I understand a £50 refundable deposit is required in addition to hire fee. | ☐ |
| I understand the deposit may be used to cover damage, additional cleaning or cancellations made with less than 7 days' notice. | ☐ |
| I understand the deposit is due 4 weeks before the event. | ☐ |
| I understand the full hire fee is due 2 weeks before the event. | ☐ |
| I consent to Somerford ARC Community Centre holding and using my personal | |



Somerford ARC Community Centre

20 Southey Road, Christchurch, BH23 3EH
01202 470770/ info@somerfordarc.com

information for the purpose of processing my booking and refunding my security deposit, where applicable.

☐

Declaration

By signing this application, I agree to comply with the Terms and Conditions of Hire and all relevant Somerford ARC policies and procedures as provided.

Signature: _____

Print name: _____

Date: _____

Data Protection

Somerford ARC Community Centre complies with UK GDPR and the Data Protection Act 2018. We collect only the information required to process your booking or hire arrangement and manage associated services.

This may include:

- Name
- Address
- Telephone number
- Email address
- Bank details (where provided for refunds)

Your information will only be used in connection with managing your booking or hire. It will not be shared with third parties unless required by law or where there is a safeguarding or health and safety concern.

Your data is stored securely and is only accessible to authorised trustees and staff.

We normally retain records for up to one year after your booking or hire ends, unless we are required to keep them for longer.

You have the right to:

- Access the personal data we hold about you
- Request correction of inaccurate data
- Request erasure of your personal data in certain circumstances

Organisational Details

This is an agreement between yourselves and Somerford ARC Community Centre:

Registered Charity No. 1156427

Authorised Persons: Chair: Paul Hilliard, Office Manager: Lauren Biggs

Address: 20 Southey Road, Christchurch, BH23 3EH

Telephone No. 01202 470770



Somerford ARC Community Centre

20 Southey Road, Christchurch, BH23 3EH
01202 470770/ info@somerfordarc.com

Office Use Only

Deposit

Payment made by:

- ☐ BACS
☐ Cash

Amount Due	Date Paid

Hire Fee

Payment made by:

- ☐ BACS
☐ Cash

Amount Due	Date Paid

Final Inspection

- ☐ Clean and tidy
☐ Damage found

Deposit Outcome

- ☐ Deposit refunded in full
☐ Partial deposit refunded
☐ Deposit retained in full

Amount refunded	Date

Reason for any deduction

Final Inspection completed by:

Date:
