

BALLYMENA BOOKING FORM

Payment must be received in advance of bookings.
 Completed booking forms can be emailed to ballymenabookings@midandeastantrim.gov.uk
 Alternatively, you can return the form, with payment, to
 Ballymena Bookings Office, Mid and East Antrim Borough Council, Ardeevin,
 80 Galgorm Road, Ballymena, BT42 1AB
 If you wish to pay by card please call 0300 124 5000
 For enquiries, please call 028 2563 3193

CONTACT DETAILS - Please ensure you complete ALL sections		
Name of Applicant/Organisation:		
Address:		
Town:		
Postcode:		
Email Address:		
Tel No:	Work/Home:	Mobile:

SINGLE BOOKING DETAILS	
Centre Required:	
Purpose of Hire:	
Date of Booking:	
Inflatables/Bouncy Castle Provider (please see section 2):	
Equipment Required:	Tables: <input type="text"/> Chairs: <input type="text"/>
Time of Booking: (Please include set up and take down)	From: <input type="text"/> : <input type="text"/> To: <input type="text"/> : <input type="text"/>
Room Required:	Main Hall*: <input type="checkbox"/> Minor Hall : <input type="checkbox"/> Committee Room**: <input type="checkbox"/> Ext Hall***: <input type="checkbox"/> Kitchen: <input type="checkbox"/> <small>*Applies to Harryville only **Applies to Cullybackey & Dunclug only ***Applies to Ballykeel only</small>

BLOCK BOOKING DETAILS	
Centre Required:	
Purpose of Hire:	
Commencement Date:	
Terminating Date:	
Holiday Closure Dates:	
Equipment Required:	

Time of Booking: (Please include set up and take down)	From: <input type="text"/> : <input type="text"/>	To: <input type="text"/> : <input type="text"/>	
Room Required:	Main Hall *: <input type="checkbox"/>	Minor Hall: <input type="checkbox"/>	Committee Room **: <input type="checkbox"/>
	Ext Hall ***: <input type="checkbox"/>	Kitchen: <input type="checkbox"/>	
<small>*Applies to Harryville only **Applies to Cullybackey & Dunclug only ***Applies to Ballykeel only</small>			

COMMUNITY CENTRE CHARGES

Centre	Main Hall Per Hour		Minor Hall Per Hour		All Other Rooms Per Hour	
	Community	Standard	Community	Standard	Community	Standard
Ahoghill	£10.93	£32.80	£6.04	£18.12	-	-
Ballykeel	£10.93	£32.80	£6.04	£18.12	-	-
Cullybackey	£9.72	£29.17	-	-	£6.04	£18.12
Dunclug	£9.72	£29.17	-	-	£6.04	£18.12
Harryville	£9.72	£29.17				

Community Rate applies to a user making a booking application, when the user meets the qualifying criteria which is:

- To be a constituted group; and
- Have charitable status.

NB Community Rate may also be applied to a not for profit group who, whilst not constituted or registered as a charity, exist only for community benefit and do not generate an income or levy charges to clients/customers, for personal benefit.

Standard Rate applies to user making a booking application, when the user does not qualify for the community rate.

Charge for Booking:

Total No of Hours	<input type="text"/>	Rate per Hour	£	<input type="text"/>	Total Due	£	<input type="text"/>
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Office Use Only

Ahoghill - 4002	Booking received by:
Ballykeel - 4001	_____
Cullybackey - 4006	_____
Dunclug - 4007	_____

SECTION 2: INFLATABLES / BOUNCY CASTLES / LEISURE EQUIPMENT

Bookings for sports/dance/exercise and other related activities please provide the following documents:

- Current Public Liability Insurance Policy Number:

- First Aid Certificate Issue/Expiry Date:

- Child Protection

- Instructors Certificate

Bookings requiring inflatables/bouncy castles and all other leisure play equipment must provide the following documents/information:

Company Name:	
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Attached

Current Annual Safety Inspection Certificate:	
Current Liability Insurance:	
Information previously submitted:	

Please note that the above documents should be available from the Inflatable/Bouncy Castle Hire Company.

PLEASE NOTE:

- NO BOUNCY CASTLES OR TRAMPOLINES PERMITTED UNLESS PRODUCTION OF RELEVANT CURRENT COMPANY PUBLIC LIABILITY INSURANCE AND SAFETY CERTIFICATES ACCOMPANY THIS REQUEST.
- PLEASE ALSO NOTE THAT THERE MUST BE ADEQUATE SUPERVISION OF ANY INFLATABLES USED WHICH MUST BE PROVIDED BY YOUR SUPPLIER FOR THE DURATION OF THEIR USE ON COUNCIL PROPERTY

TO BE COMPLETED BY THE APPLICANT

I have read and understood all Terms and Conditions for use of Community Centre (Appendix 1)

Signed:

Date: