Complete **Part 1** to enquire about a community centre and send this form to [residentinvolvement@ealing.gov.uk](mailto:residentinvolvement@ealing.gov.uk) who will respond to your enquiry.

Ealing Council will complete **Part 2** and return this form to you if your enquiry can be confirmed.

If you are happy with the conditions of **Part 2**, you will be invited to meet the Resident Involvement Team at Perceval House, Ealing Council to complete the booking by signing at **Part 3**.

------- **Part 1** (*To be completed by the client*) -------

|  |  |  |
| --- | --- | --- |
| **1.** | **Client name:** |  |
| **2.** | **Client address:** |  |
| **3.** | Client phone number: |  |
| **4.** | Client email address: |  |
| **5.** | **Community centre:** | Choose a community centre. |
| **6.** | **Event name:** |  |
| **7.** | **Event type:** |  |
| **8.** | **Charity or company number\*:**  \*If applicable |  |
| **9.** | **Date of event:** | Click or tap to enter a date. |
| **10.** | **Timings of event:**  Including setting-up and clearing-up time. | From: Choose start time  To: Choose end time |
| **11.** | **Number of attendees:** |  |
| **12.** | **Contact name and phone number on the day\*:**  \*If different to client details above |  |
| **13.** | **Have you booked a community centre with us before?** | Choose an option.  If **yes**, click or tap to enter the date of your last booking. |
| **14.** | **Would you like to enquire about regular bookings\*?**  **\***A booking that runs for at least 4 sessions | Choose an option. |

When you have completed **Part 1**, please return this form to [residentinvolvement@ealing.gov.uk](mailto:residentinvolvement@ealing.gov.uk) who will respond to your enquiry.

Read our frequently asked questions (FAQs) to find out more information.

------- ***The following is for administrative use only*** -------

------- **Part 2** (*To be completed by Ealing Council)* -------

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1.** | **Is this booking to be accepted?** | Please select. | | | |
| **2.** | **Event Reference:**  Please quote on all correspondence |  | | | |
| **3.** | **Cost per hour:** | **4.** | **Total hours hired:** | **5.** | **Total to pay:** |
| **7** | | **5** | |  | |

----- **Part 3** (*To be completed by both parties only if* ***Part 2*** *is completed)* -----

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1.** | **Payment date:** | **2.** | **Cheque details:** | **3.** | **Online receipt details:** |
| Click or tap to enter a date. | |  | |  | |

**As a representative of Ealing Council, I hereby acknowledge that I accept this booking and agree to** [**the terms and conditions**](file://lbealing-tc.gov.uk/Share/SERVICE%20IMPROVEMENT%20%26%20SUPPORT/Chris%20Young/Work%20Streams/5.%20Community%20Centre%20charges/Actions/Contract/2020.01.17-%20Agreement-%20Term%20and%20agreements%20(for%20trial).pdf) **of this agreement.**

Signed (Print Name) .............................................................. Dated..............................

*Ealing Council*

**As the client, I hereby acknowledge that I have read, understood, and agree to** [**the terms and conditions**](file://lbealing-tc.gov.uk/Share/SERVICE%20IMPROVEMENT%20%26%20SUPPORT/Chris%20Young/Work%20Streams/5.%20Community%20Centre%20charges/Actions/Contract/2020.01.17-%20Agreement-%20Term%20and%20agreements%20(for%20trial).pdf) **of this agreement.**

Signed (Print Name) .............................................................. Dated…………………….

*Client*

Payment must be made in full before the **Payment Date**, otherwise your booking will be cancelled. Pay online or by cheque. Cash will not be accepted.