



Three Ways

Community Centre

Arundel Drive, Borehamwood, Herts. WD6 2ND

OCCASIONAL BOOKING FORM

Event Details				
Function Day & Date:			Approx. Number of Guests:*	
<i>*PLEASE NOTE THE HALL CAN ONLY HOLD A MAXIMUM OF 100 GUESTS DUE TO FIRE REGULATIONS</i>				
Area Required (i.e. Main Hall)				
Type of Function:				
Hall Hire Time:	Start Time:		Finish Time:	<i>Licence: Fri / Sat 24:00 Sun: 23:30</i>
How did you hear about Threeways Community Centre?	Internet Search	Word of Mouth	Advert	Other (Please state)
Your details:				
Name:				
Address:				
			Postcode:	
Telephone number:	Home:			
	Mobile:			
E-mail address:				
Terms of Payment:				
Full payment, including damages deposit will be required at least 4 weeks in advance of date of hire.				
Bar				
Should you wish to have the bar open for your event you will need to contact the bar manager at Threeways direct. There will be an extra charge for hiring bar staff. Please call David on 07828075321 / smithsocialclub@gmail.com to discuss your requirements. No external Alcohol can be brought on site. Threeways Bar is a <u>Cash ONLY Bar</u> .				
Please indicate whether or not you would like the bar open YES/NO				
For Office Use only				
Payment Method:	Cash:	Debit or Credit Card	Received By (Initials)	
Date Paid:	Xn Receipt No.			

Booking Notes:

Please note any other relevant information in this space:

The booking will not take place without completed booking form & T&C returned.

On completion, please return forms to;

96 Shenley Road
Borehamwood
Herts
WD6 1EB
Tel: 01442 454 000
Email: Hire.Threeways@inspireall.com

Payment details:

Credit/Debit card payments – in person or please telephone number above

Cash – 96 Shenley Road, WD6 1EB.

BACS: Royal Bank of Scotland Account No: 10118145 Sort Code: 16-30-24