



Room Hire Booking Form

Alton Maltings Centre
 Maltings Close, Alton,
 Hampshire, GU34 1DT
 Email: info@altonmaltingscentre.com
 Tel: 01420 81950
 Fax: 01420 81962
 www.altonmaltingscentre.com

To make a booking, complete this form and return it to us.

To book a Wedding Reception please ask for our Wedding pack.

Hirer's Name (individual/organisation/company):

Purchase order number/reference

Contact Name (if different):

Address:

Telephone:

Email:

Type of Event:

Date(s):

Hours required:

From

To

Total Hours

To include set-up and clear up time. See separate pricelist for hourly rates and mandatory service charges. Rooms are charged by the full hour only

Expected Attendance: Adults

Children (under 16 yrs)

The use of blu-tac and similar products are forbidden in AMC. Low tack masking tape is a recommended alternative.

Rooms Required:

Saxon (Main auditorium)

Horizon

Café Rafters

Progress

Centennial (Activity Hall)

Pioneer

Kitchen

Target

Access to lower patio is only guaranteed to hirers of Target Room

Patio (only available with hire of Target)

Catering Requirements:

AMC reserves the right to charge corkage on all alcoholic drink consumed on the premises

Room Layout:

Boardroom

Cabaret

Theatre

Other (please specify in box)

Saxon is only available in theatre layout

Other Requirements: (tables, chairs, other equipment etc)

Declaration by the Hirer:

I acknowledge that I have received a copy of the terms and conditions relating to the use of the Alton Maltings Centre and agree to abide by them. I agree to pay for the reinstatement of any damage to the property caused as a result of this letting. I agree to leave the room in the same condition that I found it. I understand that Room Hire includes supply of standard furniture only.

Signature

Date

Complete this section if you are claiming our Charity or Private Hire discount:

Either: I confirm that we are a Registered Charity No.:

Or: I confirm that the room is being hired for a private non-commercial function, not open to the general public.

AMC CIC reserves the right to decide whether a hirer is entitled to our Charity/Private Hire rate.

Passing this form to AMC with or without a deposit does not necessarily confirm that your booking has been accepted. We will send you a Booking Confirmation Form and an invoice for a deposit of £25 or 25% of the total hire price, whichever is greater. Until we receive payment the booking is provisional and cannot be guaranteed. Deposit cheques are payable to 'Alton Maltings Centre'.

Tick here if you would like to be added to the AMC mailing list, to receiving information about future events and opportunities at AMC. - Email - Postal

Office Use Only:

Copy to: AK CR SS

BC BN