



**Living Under One Sun Community Hub & Café Booking Form (private hire)**  
**Address: Inside Down Lane Park, Park View Road, Tottenham N17 9EX**

Before filling this in, **please read and sign our booking terms & conditions.**

<b>ABOUT THE HIRE</b>	
<b>Name:</b>	
<b>E-Mail:</b>	
<b>Daytime Telephone No.</b>	<b>Mobile No.</b>
<b>Address:</b>	

<p><b>Day, Date and Time</b> _____</p> <p><b>This must include clearing up time. However, you can arrive ½ an hour earlier to set up for your event and you will not be charged for the setting up time.</b></p> <p><b>Purpose of Hire:</b> _____</p> <p><b>Which Space would you like to book?</b></p> <p>The Café Room (approximately 50 people) <input type="checkbox"/></p> <p>The Green House (approximately 40 People) <input type="checkbox"/></p> <p>The Outdoor Garden Cafe Area (approximately 100 people) <input type="checkbox"/></p> <p>The Outdoor Play Area (approximately 100 people) <input type="checkbox"/></p> <p>The Oven <input type="checkbox"/> Party Tent 6mx6m <input type="checkbox"/> Party Tent 12mx6m <input type="checkbox"/> The Stage <input type="checkbox"/> Changing Room <input type="checkbox"/></p> <p>To book all the garden area exclusively we will have special rates depending on availability <input type="checkbox"/></p> <p><b>See Extras</b></p> <p>The Stage, the Oven, the party Tents and the changing room area are separate costs and will be negotiated depending on volume and type of use, weather condition and seasons.</p> <p>_____</p>
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**Extras**

If you would like to have a bouncy castle you will have to hire the Play area, and extra fencing will have to be put up for safety reasons.

Fencing for of the outside space - £30

Sports equipment: table tennis, Tennis rackets, footballs, large floor chess are separate costs and will be negotiated depending on volume of use and type of use -

Small Music system (connected to your phone, I-pad or laptop if available on the day) – £10

Projector - £10

Laptop - £10

Children's toy selection & games £15

Table tennis 1  or 2 or  large Shuffleboard game  - junior Pool Table  £15 each

Flip chart and pens - £3

Bouncy Castle – we can organise this with suitable provide separate cost

**Parking:**

There is no free parking around the park before 6.30 p.m. - but please let us know if you need vehicle access

**Do you need vehicle access?** Yes  No

**Would you like us to quote for catering?** Yes  No

**Any other details/requests/information:**

**Payment: deposit/ hire chares for the event by cash, card, cheque or bank transfer.**

Once we have received this completed form, relevant documents, deposit and payments we will contact you with confirmation. We look forward to welcoming and working you.

**Cheques** should be made Payable to: Living Under One Sun Ltd, posted or hand delivered to the office address, or via bank transfer using the details below

**BACS payments:** Name: Living Under One Sun Ltd

Bank sort code: 08-92-99, Account No: 65491120

**Card payments:** at the Café /Hub - Venue address: Thursday, Friday, Saturday or Sundays only  
Your deposit will be returned to you a week after the event in the way it was originally made except by cards.

**If you paid your deposit via bank transfer, please enter your bank details.**

Name: \_\_\_\_\_

Sort code: \_\_\_\_\_ Account number: \_\_\_\_\_

**I have read and understood the booking conditions overleaf and agree to pay the deposit as soon as I receive the invoice to secure the booking and the full hire fee 14 days for small events and 30 days for larger events of 40 + people prior to the date of the event**

**Signature of Hirer:** \_\_\_\_\_ **Date:** \_\_\_\_\_