



**Olney Town Council**  
**The Olney Centre, High Street, Olney, Bucks MK46 4EF**  
**deputy@olneytowncouncil.gov.uk 01234 711679**

**The Olney Centre Hire Application Form**

**Name of hirer:** .....

**Name of organisation:** .....

**Address:** .....

**Contact number:** .....

**Email address:** .....

**Type of class or function:** .....

**Date of Booking:** ..... **Time from:** ..... **To:** .....

Please indicate what you wish to hire:

|                                      |                 |        |
|--------------------------------------|-----------------|--------|
| <b>Kitchen (includes dishwasher)</b> | £50 per session | Yes/No |
| <b>Dishwasher only</b>               | £10 per session | Yes/No |
| <b>Crockery</b>                      | £80 per session | Yes/No |
| <b>Projector</b>                     | £10 per session | Yes/No |

**Hourly room charges**

|   | Not for Profit organisation/<br>Charity | Private hire  |
|---|---|---------------|
| <b>Reception room 1</b><br>(Maximum number seated 40, tables & chairs 25) | <b>£10.20</b>                           | <b>£20.00</b> |
| <b>Main Hall room 2</b><br>(Maximum number seated 90, tables & chairs 80) | <b>£11.20</b>                           | <b>£22.00</b> |
| <b>Committee room 3</b><br>(Maximum number seated 25, tables & chairs 25) | <b>£10.20</b>                           | <b>£20.00</b> |
| <b>Meeting room 4</b><br>(Maximum number seated 60, tables & chairs 50)   | <b>£11.20</b>                           | <b>£22.00</b> |

**To book all 4 rooms in The Olney Centre –**  
**8am-6pm £500 or 8am–midnight £800 or 6pm–midnight £360**

**Wedding Ceremony - £330**

**Total Hire Charge £ .....**

Maximum number of persons using the room(s): .....

Copy Public Liability Policy enclosed: .....

Relevant Group Leaders DBS & safeguarding Policy enclose: .....

In accordance with the General Data Protection Regulations (GDPR) Olney Town Council are collecting this data to enable us to manage your booking. We will only use it for that purpose and will not pass your information on to third parties. We will only hold the information for as long as it is necessary.

I have read and understood the "Terms & Conditions of Hire" attached. I agree to be bound by those terms. I/We agree to be liable for all charges and other payments arising of the hiring in the event that the hiring person, company or association fails to pay for the whole or any part thereof. I am over 21 years of age.

**Signed:** ..... **Date:**.....

**Non-returnable deposit 20%:** ..... **Balance paid:**.....