

**The Van: Booking Form**

**Thank you for your interest in booking ‘The Van’**

The Van is a social enterprise, set up on behalf on BACKUP North West, a charity established to support homeless young people. By booking the Van for your event, you are contributing vital funds which will go back into the services provided for the young people at BACKUP. In addition, The Van encourages BACKUP residents to volunteer; helping them to gain work experience and learn new skills.

**Contact Details**

|  |  |  |
| --- | --- | --- |
| Contact Name |  | |
|  |  | |
| Company Name |  | |
|  |  | |
| Address |  | |
|  |  | |
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|  |  | |
|  |  | |
|  |  | |
|  | Postcode |  |
|  |  | |
| Contact telephone number |  | |
|  |  | |
| Facebook |  | |
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| Instagram |  | |
|  |  | |
| Twitter |  | |
|  |  | |

**Event Details**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Contact Name |  | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | |
| Location |  | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | |
| Address |  | | | | | | | | | | | | |
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|  |  | | | | | | | | | | | | |
|  | Postcode | | | | | |  | | | | | | |
|  | | | | |  | | | | | | | | |
| Contact telephone number | | | | |  | | | | | | | | |
|  | | | | |  | | | | | | | | |
| Emergency contact number for the Event | | | | | |  | | | | | | | |
|  | |  | | | | | | | | | | | |
| Description of Event | |  | | | | | | | | | | | |
|  |  | | | | | | | | | | | | |
| Date of the Event |  | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | |
| Event Timings | Start: | | |  | | | Finish: | | | |  | | |
|  | | | | | | | |
| Times you wish The Van to be available for guests | | | | | | | |
|  |  | | | | | | | | | | | | |
|  | Start: | | |  | | | Finish: | | | |  | | |
|  | | |  | | | | | | | | | | |
| Expected number of guests | | |  | | | | | | | | | | |
|  | | | | | | | | |  | | | | |
| Are guests expected to pay for their own drinks and cakes ? | | | | | | | | | Yes |  | | No |  |

|  |  |  |
| --- | --- | --- |
|  | | |
| If ‘No’, please state what you want The Van to provide: | | |
| **Item** | **Numbers** | |
| **Hot drinks** |  | |
| **Cakes** |  | |
| **Other (please state what this is)** |  | |

|  |
| --- |
| Description of Pitch (location, indoor, outdoor, grass, hard standing, approx. size, etc.) |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is there access to toilet facilities for staff working on The Van ? | | | | |
|  | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is fresh water available ? | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is electricity available (16 AMP) ? | Yes |  | No |  |

***If not, we can bring our own generator, however this can be noisy so we will need to check with you that this will not disturb your guests or the event as a whole.***

|  |  |  |
| --- | --- | --- |
| Further information / requests: | |  |
|  | | |

***Signed on behalf of the hirer:***

|  |  |
| --- | --- |
| Name |  |
|  |  |
| Signature |  |
|  |  |
| Date |  |

***Please scan and return by email to*** [***thevan@backup-charity.org.uk***](mailto:thevan@backup-charity.org.uk)