

Please return this copy

___/___/___

Bradfield Village Hall
Bradfield Southend, Reading RG7 6EY
 Registered Charity No 300129

BOOKING FORM

This agreement is between the Bradfield Village Hall Management Committee and the Hirer.

The Hirer _____

Authorised Representative of: _____

Address _____

Telephone _____

E-mail _____

The Purpose of Hire _____

Accommodation required: Main Hall Kitchen Committee Room Field Court
(delete as necessary)

Period of Hire Date _____

Times: From _____ to _____

Hiring Fee £ _____ payment due 6 weeks prior to the hire.

Deposit A £50 deposit is required to secure the booking. This is **in addition** to the hiring fee above and is refundable after the event, provided the Booking and Hire Conditions have been complied with.

Please make cheques payable to **Bradfield Village Hall**.

If alcohol is to be served at this event, a surcharge of £25 will be payable. If alcohol is to be sold you will need to apply for a Temporary Events Notice from West Berkshire Council. An application is required more than ten days beforehand and you need to notify us that you have done this.

I, the Hirer/Authorised Representative, confirm that I am over 21 and that I have received and read a copy of the Booking and Hire Conditions, which are part of this contract, and that I accept them.

I enclose a deposit of £50 and I enclose payment for the Hiring Fee of _____
or

I enclose a deposit of £50 and I will pay the hire fee of £ _____ by _____

Signed _____ Date _____

(Deposit Received _____ Payment Received _____ Deposit Return _____)

Please return the booking form to: Mr Mark Barnes, Bookings Secretary
5 New Way, Bradfield Southend, Reading RG7 6HJ

Telephone: 0118 974 4461

E-mail: bvhallbooking@btinternet.com

PLEASE CONTACT MRS ANGELA COLLINGS ON 01189 744197 for collection and return of key

