

BURDWOOD COMMUNITY CENTRE BOOKING FORM WHEELERS GREEN WAY, THATCHAM

Request for a reservation on - Day & Date: _____

Time from: _____ am / pm to: _____ am / pm
Please be aware that you must book from the time you require access to the hall until the time you expect to vacate, not just for the duration of your event.

For the purpose of holding: _____

Name of Hirer and Keyholder: Mr / Mrs / Miss / Ms _____

Company (if applicable): _____

Address: _____

_____ Postcode: _____

Day Tel. no: _____ Evening Tel. No: _____

E-mail Address: _____

The following questions **MUST** be answered:

- ◆ Sub letting facility? **YES / NO**
- ◆ Do you have an appropriate Safeguarding Policy for this booking? **YES / NO**
 (If NO you will need to agree to Thatcham Town Council's Policy and Relevant Guidance. See Hire Agreement)
- ◆ Will music be played at the event? (If yes please specify whether **live** or **recorded**) **YES / NO**
- ◆ Do you or your organisation hold a music licence? **YES / NO**
 (If yes please provide a copy)
- ◆ Do you or your organisation hold a Public Liability Insurance Policy? **YES / NO**
 (If yes a copy may be requested)
- ◆ Will you be having a bouncy castle on the premises? **YES / NO**
- ◆ Will alcohol be consumed on the premises? **YES / NO**
- ◆ Will alcohol be sold on the premises? **YES / NO**
 (If yes you will need to seek permission from Thatcham Town Council in order for alcohol to be sold on the premises and a Temporary Event Notice will be required)

- Thatcham Town Council reserves the right to terminate any function where any of the conditions of hire are contravened. No compensation will be paid to the Hirer in such a case and the deposit may be forfeited.
- I / We confirm I have read and understand the terms and conditions of hire. I understand that failure to comply with any or all of the conditions of hire may result in forfeiture of part or all of the deposit.
- I confirm that I am aged 18 years or above.
- I agree that I have read and understand Thatcham Town Council's Privacy Notice. I agree by signing below that Thatcham Town Council may process my personal information for providing information and corresponding with me.
- I have the right to request modification of the information that you keep on record.

Signed: _____

Print: _____

Date: _____

REFUNDABLE DEPOSIT:

Please specify to whom you would like your refundable deposit return cheque to be made payable:

For Office Use:

Hire charge: _____ Deposit: _____ Total Due: _____

First payment received: _____ Second payment received: _____

Payment Method: _____ Payment Method: _____

Amount: _____ Amount: _____

Receipt Number: _____ Receipt Number: _____

Refundable deposit deduction: _____

Cheque no: _____ £ _____

Reason for deposit deduction _____

Notes: