

Greenham Community Centre

The Nightingales, Newbury, RG14 7SZ

Tina Wooster, Community Centre Administrator

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**www.greenham.org**

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| Date of Hire:  |
| Times of Hire | Start Time:   | End Time:  |
| Purpose of hire:  |
| Room(s) required   |
| Numbers attending: (maximum 100) |
| Hirer’s Name:  |
| Hirer’s Address    |
| Hirer’s Telephone Number:  |
| Hirer’s email address:  |

**BOOKING FORM**

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| **HIRE AGREEMENT**  I have received a copy of the Standard Terms and Conditions of Hire and by signing below I am in agreement with all terms and conditions of hire. Signed: Date:  |
| **HIRE FEES****Total Cost of Hire: \_\_\_\_\_\_\_\_\_\_ hours @ £\_\_\_\_\_\_\_\_\_\_ = £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |   |
| **DEPOSIT**Your booking will be confirmed when you have paid a£50\* refundable **cleaning / damages deposit.** Payment can be made by cash or online bank transfer**.** Any damages and/or extra cleaning costs will be deducted from the deposit.*(\*£100 deposit when alcohol will be served)* **PAYMENT OF HIRE FEES**Payment must be made in full at least 7 days before the hire date.**PAYMENT BY BANK TRANSFER**Sort Code: 40 52 40Account: 00031923 | **STAFF ADMINISTRATION**Cleaning / damages depositAmount Paid: £50/£100Date paid:Hire fees amount paid:Date paid: Deposit refunded to:Amount:Date:Hirer to sign: |   |