

Greenham Community Centre

The Nightingales, Newbury, RG14 7SZ

Tina Wooster, Community Centre Administrator

Email: tina@greenham.org Tel.: 01635 522566

**www.greenham.org**

|  |  |  |
| --- | --- | --- |
| 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**

|  |  |  |
| --- | --- | --- |
| **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 40  Account: 00031923 | **STAFF ADMINISTRATION**  Cleaning / damages deposit  Amount Paid: £50/£100  Date paid:  Hire fees  amount paid:  Date paid:    Deposit refunded to:  Amount:  Date:  Hirer to sign: |  |