

# BOOKING FORM

[www.greenham.org](http://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:		
<b>HIRE AGREEMENT</b>		
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:
<b>HIRE FEES</b>		
Total Cost of Hire: _____ hours @ £ _____ = £ _____		
<p><b>DEPOSIT</b> Your booking will be confirmed when you have paid a £50* refundable <b>cleaning / damages deposit</b>. Payment can be made by cash or online bank transfer. Any damages and/or extra cleaning costs will be deducted from the deposit. <i>(*£100 deposit when alcohol will be served)</i></p> <p><b>PAYMENT OF HIRE FEES</b> Payment must be made in full at least 7 days before the hire date.</p> <p><b>PAYMENT BY BANK TRANSFER</b> Sort Code: 40 52 40 Account: 00031923</p>		<p><b>STAFF ADMINISTRATION</b> Cleaning / damages deposit Amount Paid: £50/£100 Date paid:</p> <p>Hire fees amount paid: Date paid:</p> <p>Deposit refunded to: Amount: Date: Hirer to sign:</p>