



HOLYBROOK PARISH COUNCIL

Serving the communities of Beansheaf Farm and Fords Farm

BEANSHEAF CENTRE BOOKING FORM

Please check with the Clerk or Administration Assistant (phone: 0118 945 4339) that the date you would like is available. Please then complete and return this form with the signed Conditions of Hire, your payment and deposit to the Parish Office: Beansheaf Centre, Charrington Road, Calcot, Reading RG31 7AW.

Please note that completed bookings forms and related documents are kept and stored securely by the Parish Council for a period of 7 years for accounting and auditing purposes.

Name of hirer			
Address and Postcode			
Contact Telephone Number		Mobile	
Email Address			
Organisation (if relevant)			
Position in organisation			
Invoice address (if different from above)			
Required hire date(s) <i>(If regular booking please state if termly)</i>			
Required hire period (see terms & conditions):		start time	Finish time
*Please circle the room required as appropriate: *Linear Hall *Beansheaf Room *The Keep			
Reason for hire:			
Number of attendees: (this will determine the number of chairs and tables made available). <input type="checkbox"/>			<u>Attendees</u>
Childrens' tables are also available for use. Please tick to make use of these <input type="checkbox"/>			
Will hire include a bouncy castle? It is important that we know this information so that the car park height barrier may be removed <i>Please circle as appropriate</i>			YES NO
Will the hire involve any activity included in the Premises Licence? <i>Please circle as appropriate</i>			YES NO
Will any sub-contractors (e.g. caterers, entertainers) be involved? <i>If yes please give details below:</i>			YES NO
Name of Company			
Address of Company			
Contact Name		Phone number	
If there is more than one contractor indicate here and add details on separate sheet <input type="checkbox"/>			

I confirm that I am over 21 and I have read and understood the 'Conditions of Hire' for the Beansheaf Centre and will comply with them.

I enclose a deposit of £100 (or such amount as agreed for larger events). Cheques must be made payable to Holybrook Parish Council

Signature of hirer (where hirer is an individual): _____ **Date:** _____

Authorised Signatory (where hirer is an organisation/Company): _____