



\_\_\_/\_\_\_/\_\_\_

**Bradfield Village Hall**  
**Bradfield Southend, Reading RG7 6EY**  
**Registered Charity No 1180330**

**BOOKING FORM**

This agreement is between the Bradfield Village Hall Management Committee and the Hirer.

The Hirer \_\_\_\_\_

Authorised Representative of: \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

The Purpose of Hire \_\_\_\_\_

Accommodation required:    Main Hall    Kitchen    Committee Room    Field    Court  
(Delete as necessary)

Period of Hire Date \_\_\_\_\_

Times:            From \_\_\_\_\_ to \_\_\_\_\_

Hiring Fee        £ \_\_\_\_\_ payment **due 6 weeks prior to the hire.**

Deposit            A £100 deposit is required to secure the booking. This is in addition to the hiring fee above and is refundable after the event, provided the Bradfield Village Hall Conditions for Booking and Hire have been complied with.

Please pay directly into our bank account:

Bradfield Village Hall CIO, Sort Code - 08 92 99 Account – 65863813

Or send a cheque payable to **Bradfield Village Hall** for both the deposit and the hiring fee to the address below.

If alcohol is to be served at this event, a surcharge of £30 will be payable. If alcohol is to be **sold**, you will need to apply for a Temporary Events Notice from West Berkshire Council. An application is required more than ten days beforehand and you need to notify us that you have done this.

-----  
As the Hirer/Authorised Representative, I confirm that I am over 18. I have received and read a copy of the Bradfield Village Hall Conditions for Booking and Hire, which are part of this contract, and I accept them.

I have transferred £ \_\_\_\_\_ into Bradfield Village Hall bank account.

or I enclose a cheque for £ \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Please return the booking form to the Treasurer**  
**@ Yew Tree House, Hungerford Lane, Bradfield Southend, Berks. RG7 6JL**