

## SHEDFIELD READING ROOM - BOOKING FORM

**To be submitted to:** Booking Secretary, Windmill House, St John's Lane, Shedfield. SO32 2TA or **email** rrbooking@mvnet.co.uk

**Cheques:** to be made payable to Shedfield Reading Room. **All** cheques will be banked.

**BACS:** Shedfield Reading Room, Barclays Bank, sort code 20-30-89, account number 10818577.

**Private Lettings:** A **deposit of £150** is required, except for children's parties where a **deposit of £100** is required.

### DETAILS OF APPLICANT

Name: .....

Address: .....

.....

Contact Telephone Number: .....

### DETAILS OF HIRE

**Date(s):** .....

**Time (to include setting up and clearing away) :** ....From: .....To:.....

**Type of Function:** (e.g. children's party) .....

**Numbers:** Please give estimate of numbers taking part .....

**State Pensioners:** Please tick if function is for State Pensioners only

**Alcohol Licence:** (Please tick option) Not Applicable Applied For

### UNDERTAKING

- I agree to abide by the Terms and Conditions of Hire of Shedfield Reading Room.
- I agree NOT to use selotape or drawing pins on the walls, floors and fixtures. (Blue Tack and ribbon/string are acceptable alternatives). Confetti like items also not to be used.
- I agree to ensure that should any persons under the age of 18 years be present, they will be supervised in the ratio of at least one adult to every 15 persons under the age of 18 years.
- I am aware of my obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18 and that no children may be admitted to films when they are below the age classification for the film or show.
- I am aware of my obligations stated in the Child and Vulnerable Adults Safeguarding Policy.

Signature ..... Date .....

**Data Protection:** The personal information supplied on this form is used for administering the booking and supporting the accounts of Shedfield Reading Room. It is not used for any other purpose.

#### For Return of Deposit

account name .....

sort code .....

a/c number .....