

**BOOKING FORM FOR THE HIRE OF
RENEWAL CENTRE COUNTRY VENUE**

Bookings: Mrs Sally M Miller, Rowe's Farmhouse, Church Road, Swallowfield, Reading, Berks. RG7 1TJ.
Telephone/Fax: 0118 988 3242 E-mail: renewalcentre@hotmail.com Website: www.renewalcentre.co.uk

This form must be completed by all persons hiring the Renewal Centre. On booking a holding deposit of £100* will be due or charged, for each day/part day event, to cover cancellation, or possible damage and will be deducted from the final invoice, subject to compliance with the Conditions of Hire and Notes for Guidance. Please note it will be retained if cancellation is made within **28 days** of the event. A final invoice will be issued and payment is required within **30 days**.

1. DATE/S the Renewal Centre is required: Circle days

| | | | | | | |
|-----|------|-----|-------|-----|-----|-----|
| Mon | Tues | Wed | Thurs | Fri | Sat | Sun |
|-----|------|-----|-------|-----|-----|-----|

Enter Dates and Months:.....dates.....month/s inclusive

2. TIMES: (Consent: **8.30 am – 10 pm weekdays and Sats : 9.30 am – 6.30 pm Suns and Bank Hols.**)
From.....to.....**START TIME FOR DELEGATES**

NUMBERS EXPECTED.....**Please note limit imposed is 20 adults**

Special Diet requirements:.....

3. NAME and address of Person/group making booking and **invoice address** (NB No bookings will be accepted if made by persons under 18 years of age)

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Invoice address if different to above:

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4. TELEPHONE CONTACT NO:MOBILE:.....
EMAIL:

5. PURPOSE of hire:
(No alcoholic liquor shall be sold or supplied since the property is unlicensed)

6. Will there be MUSIC? YES/NO (Please delete as appropriate)
HOW will it be provided?

I/WE apply to this hire in accordance with the details given above and agree to abide by the conditions attached to this form. I/WE agree to pay the sum agreed prior to the commencement of the hiring, or failing such agreement at the appropriate rate fixed by the Owner from time to time and in force at the commencement of the hiring. I/We understand that a deposit of £100 is required, which will be deducted from the final invoice, subject to compliance with the Conditions of Hire. I am authorised to sign on behalf of the above organisation/body.

Tick box and sign to confirm: I have read the Terms & Conditions and Notes for Guidance related to the hiring

SIGNED:**DATE:**

If hostess service is not required, arrangements for keys need to be made in advance by telephoning to speak to Mrs Sally M Miller (Owner) on 0118 988 3242

***PLEASE MAKE CHEQUES PAYABLE TO : SALLY M MILLER**