

Watlington House Trust Hall booking form.

Watlington House, 44 Watlington Street, Reading, RG1 4RJ

AGREED as follows:

1. In consideration of the hire fee described Watlington House Trust agrees to permit the Hirer to use the premises.
2. Start time of hire (including setting up time) End time of hire (including clearing up time unless agreed otherwise)
Watlington House Trust, acting by its management committee known as Watlington House Trust. Please note, we are happy to allow access prior the hall booking, this would be chargeable unless agreed otherwise.

- (a) Registered charity no: 1158378
- (b) Authorised representative: Michael A Jones
- (c) Address for booking form Watlington House, 44 Watlington Street, Reading, RG1 4RJ
- (d) Booking telephone number: 07583 527395

3 Hirer: The person or organisation named ("Hirer")

(a) Name:

(b) Organisation (if appropriate):

(c) Name of organisation's authorised

(d) Address:

(e) Contact info: Home Mobile Email

4 Please indicate which room/facility you are booking (x)

Main Hall

Meeting room

5. Date and time of the hire (Please include the set up and clear up times which are chargeable)

Date of hire

Start

Finish

Purpose of the hire

6. Watlington Hall has a Performing Rights Licence authorising the following regulated entertainment. We do not hold a licence to sell alcohol.

Will alcohol be sold your event?

If you have answered YES to the question you will need to apply for a TEMPORARY EVENT NOTICE (TEN) from Reading Borough Berkshire Council no less than 21 days prior to your event. The TENs notice MUST be displayed during your event. Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENs which can be granted annually for the premises.

7. Watlington Trust requires full payment of the hire fee and deposit with the signed booking form. All cheques will be banked before the hire date.

Friday or Saturday evening Hire is charged @ £150.00. From 6pm through until the agreed time.

Hire fee:

(Hourly rate £20, charged per hour)

Deposit Scheme (applicable for all bookings)

The Hirer shall pay a deposit of £150. This deposit is returnable as per the terms and conditions or cancellation by the Hirer. Please be aware of our cancellation policy detailed in Conditions of Hire.

Deposit:

Additional equipment

Total Payment:

Payment can be made by direct bank transfer. Please supply your bank details if you require your deposit refund by bank transfer.

*Please note that our parking is a shared facility, and so booking the hall does not give exclusivity to parking.