**Watlington House Trust, Watlington House, 44 Watlington Street, Reading, RG1 4RJ (updated Feb 2025)**

1. **AGREED as follows**:

1. In consideration of the hire fee described Watlington House Trust agrees to permit the Hirer to use the premises in accordance to the signed terms.
2. The hirer must provide to Richard Bennett, Hon Sec, a Risk Assessment where more 10 people will be attending.
3. Hirers should note that this is a NO SMOKING site. This applies to the Garden Hall and the Garden. Hirers are asked to ensure their guests are aware of and adhere to this requirement.
4. Start time of hire (including setting up time) End time of hire (including clearing up time unless agreed otherwise)
5. **Watlington House Trust**, acting by its management committee known as Watlington House Trust

* 1. Registered charity no: 1158378

* 1. Authorised representative: Richard Bennett, Hon Sec

* 1. Address for booking form Watlington House, 44 Watlington Street, Reading, RG1 4RJ
  2. **Contacts : 07802763289** **Email:HonSec.Wathouse@outlook.com**

1. **Hirer:** The person or organisation named (“Hirer”)

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* 1. Name:

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* 1. Organisation (if appropriate):

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* 1. Name of organisation’s authorised

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* 1. Address:

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* 1. Contact info: Home Mobile Email

1. **Please indicate which room/facility you are booking** (x)

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| This is used by a group each day at the moment |

Main Hall Meeting room

1. **Time & Purpose of the hire** (Please include the set up and clear up times which are chargeable)

Date:

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Start Finish

Purpose of the hire

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

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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.

1. **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. Or Bank Transfers must have been made.

* The hourly rate for the Hall is £20 per hour. Include in the time set up and take down time.
* Friday or Saturday evening Hire is charged @ £150.00 and a deposit of £150 is required.

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* Hire fee: (Hourly rate £20) or Evening @ £150

1. **Payment by Bank Transfer**

Payment should ideally be made by direct bank transfer. Please confirm to Richard Bennett when this has been done. Our account is with the **CAF Bank; Sort Code 40-52-40. Account number 00035011**.

1. **Deposit Scheme Required for large Friday and Saturday evening bookings**

The Hirer shall pay a deposit of £150 at the time of signing. This deposit is returnable as per the terms and conditions or cancellation by the Hirer. If the hall and garden are left a mess after the event then a deduction may be made. Please be aware of our cancellation policy detailed in Conditions of Hire.

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Deposit:

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Additional equipment

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Total Payment:

Please supply your bank details if you require your deposit refund by bank transfer.