

## **SHEDFIELD READING ROOM - BOOKING FORM**

**To be submitted to:** the Booking Secretary, Windmill House, St John's Lane, Shedfield. SO32 2TA

**Cheques:** One for hire and one for the deposit, made payable to Shedfield Reading Room. **All** cheques will be banked.

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)

I also 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.

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