

Booking Form for The Hire of the Portal Hall and/or Club Room



The Portal Hall

The Pinder Recreational Trust
 Booking Administrator, The Portal Hall
 Burghclere Newbury RG20 9HX
 Email to bookings@burghclereparish.gov.uk
 Tel: 07833703687

Name:					
Address:					
				Post Code:	
Contact Tel No:				Mobile No:	
Email:					
On Behalf of Organisation:				Position in Organisation:	
Date of event:					
Reason for Hire:					
Public Event:		Private Event:		No. of People:	
Complete as required					
Main Hall		Open Time		Lock Up Time	
Main Hall Full Day 9am-11.30pm		Main Hall Day Time 9am-5pm		Main Hall Evening 4.30pm-11.30pm	
Club Room		Open Time		Lock Up Time	
Wedding/Party Package		Other		Crockery Hire	
Total Hire Charge - see Scale of Charges £				BACS payment made £	
Deposit - if applicable £				BACS payment made £	
Will you be selling alcohol? Yes/No				If Yes please see Licensing rules	
Any Special Requirements?					

I have read and accept the Terms of Conditions of Hire including those relating to the sale of alcohol if applicable, and hereby accept responsibility of always overseeing the premises during the hire period and will ensure all conditions are met. agree that the information on this form can be held by The Pinder Recreational Trust solely for the purposes of administering this booking

Signed:

Date:

*You must be 18 years of age to sign and hire the Portal Hall facilities. Please note it is not a confirmed booking until a 20% deposit is paid or if the event is less than six weeks from booking then the full balance paid. Regular hirers will be invoiced. Payment preferably by BACS **Pinder Recreational Trust Lloyds 30-95-89 Account No. 00067666** (quoting date of hire) or cheques payable to Pinder Recreational Trust*