

FORM OF APPLICATION FOR THE OCCASIONAL HIRE OF ST GEORGE'S CENTRE

I, (hirer)

on behalf of Organisation
(if applicable, otherwise please indicate Private Hire)

Address

..... Tel. number

apply for the hire of the following room(s) at St George's Centre, Andover Road, Newbury.

Main Hall &/or Breakout Rooms

Large Meeting Room

Upper Room

Date Hire Period to(hours)

Please note the period of hire must include the time required for setting up and clearing up afterwards.

Hire is for the purpose of

Cost of hire £ per hour. Hire Charge : £ x hours = £

Number of expected participants Will alcoholic drinks be on sale? YES / NO
(if yes, please note that special and legal requirements apply)

I agree to pay the hire charge due, as indicated above, at latest 21 days prior to hire.

I further agree to pay, along with the hire charge, a security deposit of £ I understand and agree that this cheque will be banked prior to the booking. A refund will be sent by post within one week of the completion of the hire, subject to any deduction retained by the St George's Centre Management Committee to offset costs incurred in carrying out all necessary cleaning work or repairs arising as a direct result of the hire period, the breakdown of any such costs being conveyed to me officially in writing.

I have read, signed and agree to observe all conditions contained within the Centre's Conditions of Hire.

Signature of Hirer Date

Cheques should be made payable to 'St George's Centre'.

Please return one copy of this form to:

St George's Centre Bookings
206 Andover Road
Newbury, Berks
RG14 6NU