



Weddings at the Curdridge Reading Rooms

BOOKING FORM

Please give full details of person hiring the premises:	
Full Name	
Address	
Telephone	
Mobile	
E Mail	

Hire	Dates	Amount £
Hall for Saturday and Sunday		
Hall for Friday		
Marquee Space		
Waste Collection		
Cleaning		
Alcohol Licence		
		£

Booking Conditions

- ❖ Please note that all hirers must be at least 21 years old.
- ❖ The person named above takes full responsibility for the care of the premises and equipment while hired and for complying with the law. This includes the requirement to cease activity at midnight and to conform to reasonable noise levels.
- ❖ A public telephone is available in the Main Entrance Porch in case of emergency.
- ❖ Car parking may be available at the hirer's own risk.
- ❖ Upon receipt of a deposit of £200 and this completed form the booking will be confirmed and the hall reserved for your use.
- ❖ Cancellation charges apply as follows:
 - On cancelling more than three months prior to the event a charge of 25% will be levied to cover our administration costs meaning that we will refund £150 of the deposit
 - On cancelling between two and three months prior to the event a charge of 50% will be levied meaning that we will refund £100 of the deposit
 - On cancelling between one and two months prior to the event a charge of 75% will be levied meaning that we will refund £50 of the deposit
 - Cancelling with one month or less prior to the event will mean that the whole of the deposit is forfeited
- ❖ Payment of the full hire fee is payable one month prior to the event and is fully refundable if the event is cancelled. After the event the deposit will be fully refunded within one month provided that the building is left in a clean and tidy condition and there are no breakages.

I have read the above Booking Conditions, and agree to abide with the regulations

	Signature	Date
Signed by hirer		
Signed by Booking Secretary		

Please return this form with the deposit cheque payable to "Curdridge Reading Rooms" to the Caretaker, Curdridge Reading Rooms, Reading Room Lane, Curdridge, Southampton, Hampshire, SO32 2HE.
Contact number 07704 208703 or email curdridgereadingroom@googlemail.com