

**SPORTS PAVILION**  
**THE MOORS PLAYING FIELD, THE MOORS, THATCHAM, RG19 3AZ**

Request for a reservation on - Day & Date: \_\_\_\_\_

Time from \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm

*Please be aware that you must book from the time you require access to the hall until the time you expect to vacate, not just for the duration of your event.*

For the purpose of holding: \_\_\_\_\_

Name of Hirer: Mr / Mrs / Miss / Ms \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Day Tel. no: \_\_\_\_\_ Evening Tel. No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

The following questions **MUST** be answered:

◆ Sub letting facility? YES / NO

◆ Do you have appropriate Safeguarding Policy for this booking? YES / NO

(If NO you will need to agree to Thatcham Town Council's Policy and Relevant Guidance. See

Hire Agreement)

◆ Do you or your organisation hold a Public Liability Insurance Policy? YES / NO

(If yes a copy may be requested)

- Thatcham Town Council reserves the right to terminate any function where any of the conditions of hire are contravened. No compensation will be paid to the Hirer in such a case and the deposit may be forfeited.
- I / We confirm I have read and understand the terms and conditions of hire. I understand that failure to comply with any or all of the conditions of hire may result in forfeiture of part or all of the deposit.
- I confirm that I am aged 18 years or above.
- I agree that I have read and understand Thatcham Town Council's Privacy Notice. I agree by signing below that Thatcham Town Council may process my personal information for providing information and corresponding with me.
- I have the right to request modification of the information that you keep on record.

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

**REFUNDABLE DEPOSIT:**

Please specify the account details of where you like your deposit sent.

Account Name \_\_\_\_\_ Account Number \_\_\_\_\_ Sort Code \_\_\_\_\_

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**For Office Use:**

Hire charge: \_\_\_\_\_ Deposit: \_\_\_\_\_ Total Due: \_\_\_\_\_

First payment received: \_\_\_\_\_ Second payment received: \_\_\_\_\_

Payment Method: \_\_\_\_\_ Payment Method: \_\_\_\_\_

Amount: \_\_\_\_\_ Amount: \_\_\_\_\_

Receipt Number: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Refundable deposit deduction: \_\_\_\_\_

Cheque no: \_\_\_\_\_ £ \_\_\_\_\_

Reason for deposit deduction \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Notes:**