

Bringtons Reading Room Committee

Registered Charity No: 1022558

BOOKING FORM

Hello and Welcome to the Reading Room at Great Brington and Thank You for choosing to book with us. This is a wonderful community hub kept alive by the Committee's fundraising activities. It is used by a variety of villagers for our clubs, committees and parties at £8.00 per hour. We also welcome bookings from any external groups and businesses for the same, at the sum of £15.00 per hour.

We also have super-fast business broadband, supplied by our friends at GIGACLEAR

To ensure your reservation, please fully complete and return this two page form to **Brington Post Office** to either info@bringtonspo.com or at 47 Main Street, Great Brington, NN7 4JA

Name of Hirer:	Miss/Mr/Mrs
e-mail address of Hirer:	
Postal Address:	
Organisation name & Telephone number:	
Purpose of Hire:	
Date and Time required:	

	Hourly Rate	Full Day	Evening Hire	Please ensure that the hall, toilets and kitchens are left clean and tidy when you vacate with rubbish removed to outside bins.
Village booking	£8.00	£50.00 08:30 to 18:00 hrs (max)	£35.00 18:00 hrs to 23:00 hrs (max)	
External Hirers	£15.00	£150.00 08:30 to 18:00 hrs (max)	£75.00 18:00 hrs to 23:00 hrs (max)	

Please note that should we need to clean further to your booking, a charge of £30.00 extra will be added to your invoice. See reverse

Hire of Equipment

Large Table (per day)	£4.00	Glasses (per 20)	£4.00
Small Table (per day)	£3.00	Crockery (per 20)	£4.00
each Chair (per day)	£2.00	Cutlery (per 20)	£4.00

Please pay promptly on receipt of our invoice

via bank transfer to **Brington Reading Room Committee (HSBC business) Sort Code 40 35 04 Account No. 51335898** quoting your invoice number as reference.

Or via cash, or cheque made payable to Brington Reading Room Committee, and send it to the Treasurer, Sue Heyworth, 19 Main Street, Little Brington, Northampton, NN7 4HS. suezheworth@gmail.com

Tel: 07949 883035

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CONDITIONS OF HIRE

1. Bookings are accepted by submission of a completed booking form
2. Applicants must be over the age of 18 and they must be present throughout the hire period.
3. Maximum occupancy must not exceed 80 in accordance with our fire regulations
4. The key will be available from the Bringtons Post Office. The Reading Room will be in a clean and tidy condition for the Hirer. The Hirer agrees to leave the Reading Room in a like condition at the end of each letting unless extra cleaning has been pre-booked.
An additional charge will be made if the premises are left in a dirty condition.
5. Heating costs are the responsibility of the Hirer. Meters taking £1 and/or £2 coins are located in the kitchen above the fridge. If the power fails it is the Hirer's responsibility to effect an immediate evacuation of the hall.
6. All lights and heating must be switched off at the end of use.
7. **Rubbish:** The Hirer is responsible for the removal of all rubbish at the end of use. Both waste and recycling bins are situated at the rear of the building, next to the shed.
8. All damages to the building, its contents, breakages or losses are to be reported to the Post Office.
9. The Hirer is responsible for all breakages or damages to the Reading Room. These will be charged directly to you.
10. It is the responsibility of the Hirer to ensure the noise is kept to a reasonable level, especially during night sessions. As far as practicable the Hirer should take all possible precautions to alleviate noise by keeping the windows and doors shut, blinds lowered and curtains drawn during night sessions. This consideration also applies to parking and driving to and from the Reading Room as a respect for our close neighbours.
11. Kitchen goods used must be washed, dried and returned to their allocated boxes in cupboards.
12. Keys must be returned to the Post Office on the same day as the letting in the case of morning or afternoon sessions, or by 10:00am the following day in the case of evening sessions. If later this may incur further hourly charges. Loss of keys will result in the Hirer being responsible for the cost of replacing all locks and keys.
13. A refundable deposit of £50.00 is required, but may be waived at the discretion of the trustees. In the first instance please contact the Treasurer (information overleaf).
14. It is the Hirer's responsibility to ensure that facilities are suitable for all users including those who are disabled.

The Management Committee of the Reading Room accept no responsibility for any loss, damage or injury to any persons whatsoever using the Reading Rooms or its allocated car park.

I agree to the above conditions for using the Reading Room, Great Brington:

SIGNED:		PRINT NAME:	
CONTACT E-MAIL:			

If you are selling liquor then the Magistrate's Liquor Licence must be displayed during your event.