

Brading New Town Hall, The Bull Ring, Brading, PO36 ODQ.
Registered charity no. 202053 Issue 1-2021

BRADING NEW TOWN HALL

Booking Request Form

NAME OF HIRER (min.age 21)		
ORGANISATION		
ADDRESS		
TELEPHONE	Landline	Mobile
EMAIL		
PURPOSE OF HIRING		
EXPECTED NO. OF ATTENDEES		

PLEASE RESERVE THE MAIN HALL / MEETING ROOM (DELETE AS APPROPRIATE):

DATE	START & FINISH TIMES (Please use 24 hr clock)	LENGTH OF BOOKING
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If kitchen is required, is this for (please tick one):

Light refreshments (i.e. cups, saucers, plates for cold food) <i>Charge £10</i>	
Full catering (including plates, cutlery, use of cooker, fridge, dishwasher) <i>Charge £15</i>	

Brading Town Hall uses personal data in accordance with our Privacy Policy, a copy of which is available on the website. We will not share your personal information with any third parties without your consent unless we are legally required to do so.

I confirm that I have read, understand and accept the standard conditions of hire as published on the website	Signed:
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For Internal use:

	Rate per session	Total
Rate per hour or additional hour	£	£
Total basic fee	£	£
Extras charge: kitchen use £10 or £15	£	£
Covid/Cleaning Charge (Min £10)	£	£
Damages / cleaning deposit, if required	£	£
Amount Payable		£

For those wishing to pay by Bank Transfer - Sort Code 30-97-42 Acc No 00018363