

RWS



RWS Hall Hire: Booking Form and Agreement

RWS Hall, Littledown Road, Slough, Berkshire, SL1 3QN
Email: rwsuk@hotmail.co.uk

Booking Conditions

In order to hire the RWS Hall, the HIRER will be required to complete the booking form together with the payment of any deposits due. The Management Committee strongly suggests that the Hirer should read the Standard Conditions of Hire and the Special conditions, where applicable, in full. To hire the hall(s) the Hirer must be over 18 years of age. Please ensure that you are cleared away and ready to leave by the end of your booking period, otherwise additional charges may be raised. £50 of the deposit is payable when making the booking, the remainder is due one (1) week before the event. In all cases, a cancellation fee of 20% of the total hire fee or the deposit (whichever is the greater) will be charged for cancellations within 14 days of the hire date. Please Make Cheques Payable to Rajasthani Welfare Society.

Date Required:		
Time From:	To:	
Total Hours:	Rate: £40 / £28 RWS Member	Total:
RWS Fully Paid Member (last 3 months) Yes [] No []		
Hirer Full Name :		
Address:		
Post code:		
Contact phone no:		
Purpose for hiring:		

I, the undersigned, hereby apply for the use of the hall(s) as per the RWS conditions of hire and agree to observe and be bound by the conditions of letting, a copy of which I have read. I understand that I shall be responsible: for loss or damage caused during the hire period, for good order on the premises and the observance of safety conditions, for ensuring that the hall is left in a clean and tidy condition at the end of the hire period. Please note that a breakage deposit may be required for some hirings.

I attach payment (cash/cheque) for £..... being deposit/full payment for booking

HIRER

Name:.....SIGNED DATE

RWS

Name:.....SIGNED DATE

Deposit: [] date received: Full Payment: [] date received:

Comments / Issues – forward to RWS Treasure.