

**EAST HAGBOURNE SPORT AND RECREATION COMMITTEE
BOOKING REQUEST FORM**

No booking is final until confirmed by the Management Committee

What date do you wish to book?	
Is this a regular booking or one-off?	
What facilities do you require?	Community Room
	Playing Field
	Toilets (playing field bookings)
	Changing rooms/showers
Description of event:	
Number of participants	
Age range (if under 21)	
What time do you need the Hall opened for preparation?	
What time will the activity finish and clearing up be complete?	
Will music be played? #	
Will alcohol be available? #	
Any other remarks:	

NOTE: There are restrictions on performance of music and provision of alcohol - please consult the Committee

Hourly Charges	Community Room *	Changing rooms/showers	Playing Field **	Playing Field and Toilets	Minimum charge
	£11.00	£11.00	£3.00	£3.00	£25.00

I have read and understood the general conditions for and agree to be bound by them.

I will leave the facility in a clean condition and take all rubbish home with me.

I will familiarise myself with the fire safety provisions and take care not to introduce additional fire hazards to the building.

Covid-19:

I have read and understood the Covid-19 Special Conditions of Hire and agree to be bound by them.

I confirm that I have carried out my own Risk Assessment in line with best guidance and will follow those procedures.

I am aged 18 or over.

Signed:

NAME

ADDRESS

PHONE NO

EMAIL:

EHSRC is committed to protecting and respecting your privacy. We will only use the information you have provided to provide the hire you have requested. Information collected will not be shared with any other organisation and we promise to keep your details safe and secure. We will only keep your data for as long as necessary. If you wish to find out what information we hold or to amend the information, please contact us at easthagbournevillion@gmail.com