**OXFORD DOWNS CRICKET CLUB**

BOOKING FORM

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | |  | | |
| Address |  | |  | | |
| Postcode |  | |  | | |
| Email |  | |  | | |
| Telephone Number |  | |  | | |
| Name and Address where invoices should be sent (if different from above) |  | |  | | |
| Reason for Hire |  | |  | | |
| Number of people anticipated |  | |  | | |
| Clubhouse booked from: |  | Date: |  | Time: |  |
| Clubhouse booked to: |  | Date: |  | Time: |  |
| HIRE OF CLUBHOUSE | | | | |  |
| Hire Period (Hours/Days) |  | Rate per Hour/Day |  | Charge | £ |
|  | | | | |  |
| Total Cost of Hire | | | |  | £ |
| Temporary Events Notice required? | |  | | | £ |
|  | | |  |  | |
| Crockery charge |  | £1.50 per head |  | Charge | £ |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Miscellaneous |  | |  |  |  |
| Agreed charge | | |  |  | £ |
| Total Hire Charges [Cheque A Hire Fee] | | | | | £ |
|  | | | | |  |
| Damage deposit [Cheque B refundable] | | | | | £100.00 |
| **Deposits payable upon confirmation of booking.** | | | | | **£** |
| **REMAINDER [payable at time of booking]** | | | | | **£** |

The minimum hire period is three hours [except for block bookings]. Please include time for setting up and clearing away. The hirer is responsible for leaving the premises as found. This includes washing up, making sure the floors are clean, removing rubbish and taking down decorations.

I have read and agree to the Oxford Downs Conditions of Hire, which form part of this agreement.

Signature: ...........................................................

Print Name: ........................................................... Date:

Please email or print and sign the Booking Form and return it to one of the Bookings Managers as below

Mrs Pauline Bodill, Mrs Maggie List,

73 Abingdon Road, 60 Abingdon Road,

Standlake, Standlake,

OX29 7QH OX29 7RQ

01865 303067 01865 300309

Pauline.bodill@hotmail.co.uk Maggie.list@baker-list.co.uk

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