

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	£
Bar staff at £10/hour					£
Total Cost of Hire					£
Temporary Events Notice required?					£
Crockery charge		£1.50 per head		Charge	£
Cleaner at £40					£
Total Hire Charges [Invoice will be sent which can be paid online or by cash/cheque]					£
Damage deposit [Cheque refundable] payable upon confirmation of booking					£100.00
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

Claire Bowden
55 Abingdon Road
Standlake
Witney
Oxon
OX29 7QH
clairebowden73@gmail.com