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| **THE THATCHAM (OLD BLUECOAT SCHOOL) CHARITY**  Chapel Street, THATCHAM RG18 4QN  **Request** for a reservation on Day and Date:  Time from until  Please be aware that you must book the premises from the time you require access to the hall until the time you vacate the hall, and not just for the duration of your event. The Hirer is responsible for ensuring that the hall is left clean, tidy and no rubbish is left on site. All appliances, lights, radiators, etc must be turned off at the end of the letting.  Name of Hirer  Hire for the purpose of  Address:  Contact Telephone Number:  e-mail address:  The Hirer accepts the following conditions:  It is the Hirer’s responsibility to obtain any licence needed for their activity such as:- Temporary Event Notice, Performing Rights Society Licence, Sale of alcohol, food or other goods. Public Liability Insurance (for Business or Commercial Hirers).    **The hirer agrees to comply with the Terms and Conditions of Hire (available on the OBS website)**  The Trust reserves the right to terminate any function where any of the conditions of hire are contravened.  No compensation will be paid to the Hirer in such a case and the deposit may be forfeited.    **I/we agree and accept the conditions of hire.** (Please read the conditions carefully as failure to comply with  any or all of the conditions of hire may result in forfeiture of part or all of the deposit.)  **Sign and print name:**  **Date:**  **REFUNDABLE DEPOSIT**: Return of deposit will be arranged after completion of hire.  **For any further information: e-mail** [**enquiries.bluecoatschool@gmail.com**](mailto:enquiries.bluecoatschool@gmail.com) **Tel: 07570 097332**  General Data Protection Regulations 2018  Personal information collected through the booking process will be secured safely and not shared with any persons outside the Trust. All data will be destroyed in line with current legislation. Statistical information from data collected may be used in public reports.  June 2023 |