

EDMONDS PARK PAVILION

BOOKING FORM

For Bookings 1st April 2024

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| **OFFICE USE ONLY** | | | | |
| Date Received: | Entered on Bookteq: | | Received By: | |
| Contact Details | | | | | | |
| name of Organisation: | | | | | AA Code: | |
| name of person hiring: | | | | | | |
| Billing address:  postcode: | | | | | | |
| Phone: | | | email: | | | |

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| Event Details |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| date(s) of events: | | | | | | | |
| event title: | | | | | type of event: | | |
| Approx. no. of attendees: | | | | | | | |
| room(s) required | **time you require access to room** | |  |  | | Office use only | |
| **from** | **to** |  |  |  |  | **deposit paid** |
| Hudson Room (Main Hall) Dimensions 93m2 |  |  |  |  | | **£** |
| Meeting Room 1 (Small Room) Dimensions 29.5m2 |  |  |  |  | | **£** |
| Meeting Room 2 (Large Room) Dimensions 34.5m2 |  |  |  |  | | **£** |
| Kitchen  |  |  |  |  | | **£** |
| Changing Rooms  |  |  |  |  |  | **£** |
| When selecting a room, please note the hire period runs from the time of access to the time of departure. Provision must be made for the set up and takedown of your event. This is normally 15 minutes either side of the booking.  You must leave the areas you find in a clean and tidy state.  If you are unsure, please speak to a member of the team for further advice when making booking. | | | | | | | |

Room Hire Prices

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| Space | Off-Peak hours (8am – 4pm) | Peak Hours (4pm-10pm) /  Weekends/Bank Holidays |
| Main Hall | **£** 20.00 + VAT | **£** 25.00 + VAT |
| Meeting Room 1 | **£** 12.00 + VAT | **£** 16.00 + VAT |
| Meeting Room 2 | **£** 14.00 + VAT | **£** 18.00 + VAT |
| Kitchen (per booking) | **£** 5.00 + VAT | **£** 10.00 + VAT |
| Changing Room  (1/2 day) | **£** 20.00 + VAT | **£** 20.00 + VAT |

**Prices are shown are per hour.**

**PLEASE SIGN THE FOLLOWING SHEET**

Please ensure that you have read and understood the attached terms and conditions of hire.

By signing this form, you agree that you have understood the terms and conditions, and that this booking form is accurate and correct.

If a booking form is returned without the signature, name, or date, Didcot Town Council Officers may not accept this form and void the booking.

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| ***ACCEPTED AND AGREED:*** |
| *By:*    *Signature*  *Name:*    *Title:*    *Dated:* |
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