

Burgh Society Reading Room

Application for Hire of The Reading Room

To: The Booking Secretary, Burgh Reading Room Management Committee

I, _____ of _____

Email _____ Tel: _____

Hereby apply for the hire of The Reading Room as listed below and will pay the requested fee.

Date	From	To	Special Requirements	Fee

Purpose of hire _____

This hiring is on behalf of _____ whose authority I have to bind them by signing this application on their behalf as per conditions attached.

Signed _____

Deposit / fee received and hiring confirmed _____

Booking Secretary

No booking is confirmed until the form and deposit / fee is returned to the booking secretary. The full fee should be paid 14 days before commencement of hire and cheques to be made payable to Burgh Society Reading Room.

The right is reserved to limit the number of bookings that may be made at any one time. The Committee's decision is final.

Special note: The material used on the function room floor is vinyl and could be susceptible to damage. Please exercise care when moving furniture and equipment. It is also expected that the hirer shall leave the Reading Room in the same state of cleanliness and tidiness as found at the beginning of their hire. No electrical items are to be brought into the Reading Room without prior notice to the hiring secretary.

Booking Secretary: Chris Roberts, Field House, 21 The Street, Burgh next Aylsham, Norwich, Norfolk. NR11 6TP, Email: chrisroberts_500@hotmail.com Tel: 01263 732772