

**Purley on Thames Parish Council**  
**The Barn – Booking Form - Single Request**

Please check with the Assistant Clerk prior to completing this booking form, that the date you would like is available (tel: 0118 9844507). Please then complete this form and return it to the Assistant Clerk, Parish Office, Goosecroft Lane, off Beech Road, Purley on Thames, Reading, RG8 8DR with your payment and deposit.



**As there is currently no telephone at the barn please ensure that you have a mobile with you in case of emergency.**

Name of hirer			
Address			
Telephone		Mobile	
Email			
Organisation (if relevant)			
Position in organisation			
Organisation address			
Are you claiming a Purley connection? If so on what basis?			
Required hire date		*Large Hall <input type="checkbox"/>	*Small Hall <input type="checkbox"/>
Required hire period: start time		finish time	* Please tick as appropriate
<b>Please note your function must end at 22:30 hours. Clearing up time between 22:30 and 23:00 hours.</b>			
Reason for hire			
Number of people expected to attend		<b>Capacity Large Hall : 150 Small Hall : 50</b>	
Will any sub-contractors (e.g. caterers, entertainers) be involved		If yes please give name, address and contact details	
Name of company			
Address of company			
Contact Name		Phone number	
If there is more than one contractor indicate here and add details on separate sheet			

I confirm that I am over 18 years old and I have read and understood the conditions of hire for Purley on Thames Barn dated January 2014 and will comply with them.

I enclose a deposit of \_\_\_\_\_ Cheques must be made payable to “Purley on Thames Parish Council”.  
**Do not send the hire fee with this form - an invoice for this will be sent from the Office when the booking becomes firm.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (print please) \_\_\_\_\_

**A NOISE LIMITER IS INSTALLED IN THIS BUILDING**