

# BUCKINGHAM OLD GAOL TRUST

## VENUE HIRE BOOKING FORM FOR PARANORMAL, GHOST-HUNT OR FRIGHT-NIGHT EVENTS Permitting Access To All Public Areas

Name ("The Hirer"):		
Organisation/Company (if applicable):		
Address:		
Telephone:	Mobile:	
Email:		
Date required:		
Purpose of booking:		
Numbers attending (maximum 50):		
Start time:	Finish time:	Total Hours:

HIRE FEES (Including caretaking charges)			
During these times	Hours required	Rate per hour	Total amount
4.00pm to 10.00pm		£75.00	
10.00pm to 2.00am		£100.00	
After 2.00am		£125.00	
<b>Sub-Total (a):</b>			

Optional Extras			
Setting-up of tables and chairs		£20.00	
Use of cups & saucers, glassware etc		£20.00	
Provision of tea/coffee		£3.50 per person	
<b>Sub-Total (b):</b>			

<b>Total Hire Fee (a)+(b):</b>	
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**PLEASE NOTE – All booking times include set-up and clear-down time by our caretaker, for which Hirers should allow. No hiring can be confirmed until a deposit of 50% of the total hire fee has been paid.**

I have received, read and accept the terms and conditions overleaf, and understand that all of these apply to this booking except for Clause 5:

(Hirer's signature) .....

Date .....

Office Use ( <i>initial to confirm</i> )					
Deposit received and booking confirmed		Caretaker booked		Logged in Diary	Full payment received