



Barracks Lane Community Garden Project

Contract / Invoice for booking the garden 2020/21

Charity No. 1116544 and incorporated as Company No. 05945388

This booking form / invoice needs to be filled in and submitted by email to barrackslanegarden@yahoo.co.uk. If you prefer you can print it out and send it to Coordinator, 31 Freelands Road, Oxford, OX4 4BS. Once you have made your donation we will confirm your booking and add it to the calendar.

This form is a contract between yourself and Barracks Lane Community Garden project. Before you complete it please read the 'Guide to booking and using the garden'. This is in the resources section of our website www.barrackslanegarden.org.uk

Booking form (*please use block capitals*)

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| Section 1 | Your contact details |
| Name | |
| Address | |
| Telephone | |
| Mobile | |
| Email | |

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| Section 2 | Your event, date and timings |
| Please tell us what your booking is for (e.g. children's party, meditation group etc) | |
| How many people (approx.) are you expecting? | |
| Date of your event | |
| What time would you like your booking to start from? (When you collect the key). | (Please ensure you have booked enough time to set up and clear up. You will not be allowed to enter the garden before your booking time) |
| When will your booking finish (when you return the key) | (You must vacate the garden at the end time you have stated) |
| What is the total number of hours for your booking? | |
| Have you hired the garden before? If not, you will need an induction which should happen a week or so before your booking. The induction will take about half an hour. | Please indicate some dates and times when you can do the induction |

| Section 3 | Paying a donation | |
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| Item | Amount | Total £ |
| Garden and cabin hire | We suggest a donation of £12.50 - £25 per hour for the hire of the garden and cabin. An average donation for a private event is £15 per hour. | |
| Electric (for use of hot water urn and induction hob) (you may only use equipment provided by the garden. You must not bring additional equipment onsite e.g. kettles, toastie makers, grills) | £4 per session or half day | |
| Induction hob | There is no charge to use this, however, you do need to indicate if you wish it to be left out for use | YES/NO (delete as appropriate) |

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| Pizza Oven —there are many videos you can watch on social media to find out how to use this- please bring your own wood. | £4 per session or half day | |
| Wood burning bread oven: - note you do need to have done a special induction session before you use this oven. | £4 per session or half day | |
| Would you like to buy some wood off the garden? | £4 a bundle of kindling £6 a bundle of logs | |
| If your booking is for a child's party, would you like us to leave out the children's tables and chairs? | | YES/NO (delete as appropriate) |
| | Total Amount you are paying | £ |

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| Section 4: Making a payment | | Please note: if you can pay by BACS that is our preferred option. |
| Payment method (please tick) | X | |
| Cheque made out to: Barracks Lane Community Garden | | Please give the cheque number: Cheque should be posted to 31 Freelands Road OX4 4BS with this form |
| Bacs: Cooperative Bank Account number: 65547016 Sort Code: 08-92-99 Name: Barracks Lane Community Garden Project | | Please indicate here the date you made the BACS payment and the reference you used. If you are paying by BACS you can email this form to barrackslanegarden@yahoo.co.uk |
| Cash | | Deliver to 31 Freelands Road, OX4 4BGS with this form |

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| Section 5: Your agreement – please sign this section or type in your name. |
| 1. I have read the 'guide to using the garden' and agree to the terms and condition on the website. |
| 2. I understand that I use the garden at my own risk and take responsibility for my event and visitors to my event. |
| 3. I will collect the key at the start of my booking at the time given above from 36 Kenilworth Avenue, OX4 2AN and return it at the end of my booking. |
| Signed (you can type your name here in place of your signature : |
| Date: |

Many thanks.

We will be in contact to confirm your booking within the next seven days after payment has been made.

If you have not heard back from us please get in contact