Barracks Lane Community Garden Project: Contract for booking the garden

Charity No. 1116544 and incorporated as Company No. 05945388

This booking form 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 John Green c/o 36 Kenilworth Avenue, Oxford OX4 2AN.

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](http://www.barrackslanegarden.org.uk)

Once you have sent us this booking form and made your donation we will confirm your booking. If you need to phone us the number is: 07729 655543.

**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. )** |  |
| **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)** |
| **When will your booking finish (when you return the key)**  |  |
| **What is the total number of hours for your booking?** |  |

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| **Section 3** | **Paying a donation** |  |
| **Item**  | **Amount**  | **Total £** |
| **Garden hire**  | **We suggest a donation of £12.50 - £25 per hour for the hire of the garden** |  |
| **Gas (for use of hot water urn)** | **£4 per session or half day** |  |
| **Wood / logs (you can bring your own if you wish)**  | **£4 per session or half day** |  |
| **Wood burning oven**  | **£4 per session or half day** |  |
|  | **Total Amount you are paying**  | **£** |

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| **Section 4: Making a payment** |  |  |
| **Payment method (please tick)** | **X** |  |
| **Cheque (payable to Barracks Lane Community Garden)** |  | **Please give the cheque number:** |
| **Bacs:** (Cooperative Bank Account number: 65547016 Sort Code: 08-92-99) |  | **BACS Reference (your name) or number AND date payment made:** |
| **Cash** |  | **Deliver to 36 Kenilworth Avenue with this form** |

***Please send / deliver cash and cheques to John Green, 36 Kenilworth Avenue, Oxford OX4 2AN. IF you are paying by BACS you can email your 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.