

# BARNES GREEN PLAYING FIELDS TRUST

## Booking Form

<b>CONTACT DETAILS</b>	
NAME:	
ADDRESS:	
TELEPHONE:	
EMAIL:	
PERSON RESPONSIBLE DURING HIRE PERIOD (IF DIFFERENT FROM ABOVE)	
ADDRESS:	
TELEPHONE:	
EMAIL:	
<b>BOOKING DETAILS</b>	<b>SEE NEXT PAGES FOR MULTIPLE BOOKINGS</b>
DATE(S)	
TIMES: (MUST INCLUDE SET-UP/CLEAR-UP TIME)	
PURPOSE OF BOOKING:	

**CHECK BOX OF FACILITIES REQUIRED AND OTHER INFORMATION**

Village Green  Jubilee Field  Other

ALCOHOL: NO  YES  SERVE  SELL

Traders

Tennis Courts should be booked through the Tennis Club

Please specify extent of area required ie: Football pitch, Training area, Jubilee Field etc.

Special requests ie: Barbeques, gazebos, bouncy castles, food stalls etc

I have checked the details supplied above and I have read, understood and agree to abide by the Conditions of Hire.

Signed:

Date:

Please return the completed booking form and payment where required to:

The Playing Fields Trust Chairman or email to [playingfield.bg@gmail.com](mailto:playingfield.bg@gmail.com).

**Cheques should be payable to Barns Green Playing Fields**

**Payment online (preferred) to 20-42-58 a/c 70146714**

**No bookings can be confirmed until the booking form has been received and payment where required has cleared.**

### **Cancellation Policy**

**Please contact the Playing Fields Trust as soon as possible in the event of a cancellation.**

Regular Bookings: If you need to cancel a booking please give 7 days' notice ideally, or at least 24 hours.

Other bookings: Cancellation occurring more than 4 weeks before the date of booking will be refunded. Less than 4 weeks but more than 2 weeks will result in 25% of the original booking fee being retained. The whole booking fee will be retained if a booking is cancelled less than 2 weeks before the date of booking.

### **Data privacy statement**

Barns Green Trust uses personal data for the purposes of managing Playing Field bookings, finances, events and publicity. Please tick  if you are willing for us to share your contact details with other local groups and organisations benefitting the residents of Barns Green.

### **Multiple Date Booking details**

Date	Times Required From - To am/pm	Area(s) required

