

# OXFORD BRIDGE CLUB CIO

147 BANBURY ROAD, OXFORD OX2 7AN Tel: 01865 554414

## Room Hire Booking Form

Name of hirer	
Organisation (if applicable)	
Room(s) or number of tables	
Date and Time (latest booking ends at 10.30pm)	
Address and postcode	
Telephone	
Email	
Hire cost (see website for details of charges)	
Duplimated boards: number required, and cost	
Total hire charge	£
Bond (when applicable)*	£
Total amount payable (total hire charge + £200)	£

\*A refundable bond of £200 is required for all bookings. This may be waived at the discretion of OBC CIO.

Payment is required at the time of booking. Pay via online banking (preferred): **Account name: Oxford Bridge Club CIO; account no: 34241360; sort code: 30-80-45.** Alternatively cheques to be made payable to 'Oxford Bridge Club CIO' and posted to the Diary Secretary at the club address above.

Scanned signed booking forms should be emailed to [diary@oxfordbridgeclub.com](mailto:diary@oxfordbridgeclub.com).

**Cancellations:** If you cancel at least two weeks before the booked date the full fee will be returned provided no other competing booking has had to be turned down in the meantime. After that any refund is at OBC CIO's discretion.

**Terms of hire:** The Hirer confirms they have read Oxford Bridge Club CIO's "Standard Conditions of Room Hire" document, and that they agree to observe and perform the terms contained therein.

Signed:

Date:

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