



Halls for Hire Registration Form

Please return this form to:
Community Information Database
Reading Central Library
Abbey Square
Reading
RG1 3BQ

Alternatively, you can drop it in to any Reading Borough Library (Battle, Caversham, Palmer Park, Southcote, Tilehurst, Whitley or Central Library).

Hall details

Building Name _____

Hall Type (i.e. Community centre, Church hall) _____

Address _____

_____ Postcode _____

Telephone Number _____ Fax Number _____

Does your building have wheelchair access? Yes / No

Number of rooms available for 1-20 people ____ Up to 50 ____ Up to 100 ____ Over 100 ____

Additional information:

Facilities _____

Hire charges _____

Availability _____

The Organisation the hall belongs to (if any) _____

Email: _____ Website _____

Contact Person

Please indicate whether you want the information supplied below to be public (Please note we need a contact address even if it is not public)

Contact name _____ Yes / No*
Position _____ Yes / No*
Address _____ Yes / No*
Tel Number (Day) _____ Yes / No*
Tel Number (Evening) _____ Yes / No*
Fax Number _____ Yes / No*
Email _____ Yes / No*

* please delete as appropriate.

Where did you find out about the Community Information Database? (please tick)

Reading Libraries website
Member of Library staff at Central library or Branch library
Poster in Library at Central library or Branch library
From someone who already used the database
Other (please specify) _____

Declaration

Please ensure that the declaration is signed by the person whose name is given as the contact.
Thank you

The information is correct at the time of signing.

Name (Block capitals please) _____

Signature _____

Date _____

Your entry on the Community Information Database is free, and under the Data Protection Act 1998, you are entitled to change any incorrect personal details.

You can inspect your entry and ask to have it amended or deleted at any time. Please inform us if any changes need to be made to your entry or if you are no longer the contact for your organisation.

Reading Borough Council reserves the right to remove any organisation from the database.