Completed booking request forms should be sent to; [reception@rbfrs.co.uk](mailto:reception@rbfrs.co.uk)

Or via post to;

Reception (Community Access)

Royal Berkshire Fire and Rescue Service

HQ Newsham Court

Pincents Kiln

Calcot Reading

RG31 7SD

**Please ensure that all sections of the booking request form are completed fully and legibly. Incomplete forms will not receive a response.**

**Please also be aware that as the community meeting rooms are for use by all community groups, bookings will be restricted to once or twice per week and for a maximum period of 3 months.**

Once we receive your booking request we will make every effort to contact you within 5 working days.

If you wish to make enquires about your booking request or to obtain the access code for the site you have booked, please contact our Reception Team on 0118 938 4000 quoting community access booking information (9am – 5pm Monday to Friday). Please be aware that access codes are changed daily and will only be given out on the day the room has been booked for.

**Locations Currently in Use:**

* Hungerford Fire Station - Church Street Hungerford RG17 0JG (maximum capacity of 10 people).
* Crowthorne Fire Station - High Street Crowthorne RG45 7AH (maximum capacity of 15 people).
* Newbury Fire Station, Hawthorn Road, RG14 1LD (maximum capacity of 22 people).
* Newsham Court – Service HQ Pincents Kiln Calcot RG31 7SD (various rooms, please contact 0118945288 for further information).
* Wokingham Fire Station - Easthampstead Road RG40 2EH (maximum capacity of 12 people).
* Theale Community Fire Station - Wigmore Lane, Theale, RG7 5HH (maximum capacity of 20 people).

**You may be required to show proof of identity (Photo driving licence or Passport only please). Please bring these with you if invited for an initial booking meeting.**

**Please ensure that an adequate number of first aiders are available where required. The room will have access to a first aid box.**

**Safety Measures**

* Hand sanitiser is available within the entrance of the site, and within the meeting room. Please use the sanitisers as you enter site.
* You will find within all meeting rooms, anti-bacterial wipes and sprays are provided for use. We ask that when the room is finished, that all tables, sides and coffee areas be wiped and cleaned before leaving the site.
* Please ensure that you leave the room tidy and should left how the room was found.
* Please ensure that all rubbish is placed in rubbish bins provided.

| Location of premises requested |  |
| --- | --- |
| Name or organisation (the user) making the booking request |  |
| Address of person or organisation making the booking request |  |
| Telephone number of person or organisation making the booking request |  |
| Name of single point of contact (SPOC)  *The person contactable in the event of short notice cancellation by RBFRS* |  |
| Address of SPOC *The person contactable in the event of short notice cancellation by RBFRS* |  |
| Telephone numbers of SPOC *The person*  *contactable in the event of short notice cancellation by*  *RBFRS* |  |
| E-mail of SPOC *The person contactable in the event of short notice cancellation by RBFRS* |  |
| Dates room required |  |
| Start and finish times required (minimum of one hour) |  |
| Proposed use of room *(What are you going to use the room for)* |  |
| Maximum number of people who will be present |  |
| I confirm that my organisation has public liability insurance with a minimum cover of £5 million pounds and a copy of the insurance premium has been submitted with this request. | SPOC to sign here |
| I confirm that I am authorised to sign the terms and conditions of use of RBFRS rooms and that I agree to be bound by its terms and conditions (part two of this form). | SPOC to sign here |
| I acknowledge that completion and submission of this form does not guarantee that a suitable room will be available on the dates and time that I am requesting | SPOC to sign here |