

Payment Details – New Supplier

If you have received a payment from Reading Borough Council in the previous 18 months you will already be set up on our payments system. You do not have to complete this form but must inform us if your company, contact or payment details have changed since your previous visit in order to avoid delays or issues with payment.

Any events hosted at The Hexagon, South Street, Concert Hall, Reading Town Hall or Reading Museum are paid by Reading Borough Council.

All other promoters & hirers will need to complete the details below and provide evidence of bank details in order to receive payment from Reading Arts. Please complete this form and return with evidence of bank details to the relevant contact at least 21 days before your event.

The Hexagon (excluding non-professional events): Samantha.sweeney@reading.gov.uk

Concert Hall and Non-Professional events at The Hexagon: Matthew.whitney@reading.gov.uk

Please note that it is the responsibility of the company to inform us of any changes. If the details on our payment system do not match your final invoice a new supplier form will need to be issued and there may be a delay of up to 10 working days before we are able to submit an invoice for payment.

Organisation name	
Trading status: Please select from list	Public Limited Company Limited Company Limited Liability Partnership Other Partnership Sole Trader Other (Please Specify).....
Invoice Address line 1:	
Address line 2:	
Address line 3:	
Town or city:	
County:	
Postcode:	
Country:	
Contact name and telephone:	
Name and email address for the final settlement statement to be sent (if different).	
Name and email address for finance and remittance advice (if different):	
Is the supplier VAT registered?	
VAT registration number:	
Is the supplier company registered with companies house?	(If the invoice does not match the address registered with companies house, please provide an explanation on a headed email as this will prevent the form being rejected and prevent delays.)
Registered company number,	

BACS DETAILS : You will need to supply evidence of organisation bank details (this could be a headed letter (in PDF format), a bank statement (transactions blanked out is fine), or scan of a paying in slip,). **Details on your evidence must exactly match the form above and any official registrations**

Please confirm that evidence of bank details have been provided

PLEASE READ CAREFULLY TO PREVENT ANY UNNECESSARY DELAYS TO PAYMENTS

Final settlement will be emailed to the above named contact within 14 working days of the event

The visiting company/hirer will need to approve final settlement figures and request a Purchase Order (PO) Number that must be included on the final invoice

The final invoice should be emailed to the contact stated on the settlement (please do not send invoices in the post). The invoice should be made out to **READING BOROUGH COUNCIL**, (c/o The Hexagon, Queens Walk, Reading, RG1 7UA) and must include the following details

- Date of invoice
- organisation name
- Event details including Name of show/event, date(s) and venue
- An invoice number
- Company details
- Bank details for BACS
- PO number provided by Reading Arts on approval of the final settlement
- VAT Number (if applicable)

Failure to include these details may result in the invoice being rejected and result in a significant delay in processing the payment

Payment will be by BACS transfer within 21 days of the receipt of invoice

Please note that it is the responsibility of the company to inform us of any changes. If the details on our payment system do not match your final invoice a new supplier form will need to be issued and there may be a delay of up to 10 working days before we are able to submit the invoice for payment.

All payments are processed by Reading Borough Council central payments and are subject to the standard payment terms. Reading Arts are unable to provide any interim payments or amend the standard payment terms outlined above.

For any queries please contact;

Finance Officer: Samantha.sweeney@reading.gov.uk

Programme Manager: Charity.gordon@reading.gov.uk