

Application for Block Booking Form



BEFORE YOU COMPLETE THIS FORM PLEASE CONTACT THE BOOKING SECRETARY TO CONFIRM THE HALL IS AVAILABLE AND TO DISCUSS HIRE FEES REQUIRED									
Full Name of Applicant									
Full Postal Address									
Postcode									
Contact details		Home/Business Telephone:							
		Mobile phone:							
		Email address:							
Name of Organisation or Society									
Are you, or is a member of your organisation, a key holder?							If yes, how many keys are currently held?		
Accommodation required	Main Hall		Committee Room		Kitchen		Bar Area		Stage
Which day of the week?									
Start time					Finish time				
<p>* 'Start Time' will be time when Hall is required to be open to receive goods/make preparations 'Finish Time' will be up to time when Hall is cleared and left clean and tidy – 10.30pm at the latest. Please ensure you have included set-up and clear-up time within your hire period.</p>									
**START DATE					END DATE				
** Please note: If you wish to cancel a pre-booked date, please give at least TWO weeks notice or a 20% cancellation fee may be charged.									
Total cost:									
On-line payment to Account: 70483281, Sort: 20-36-98 for £.....									
THIS BOOKING MUST BE SENT or EMAILED TO THE BOOKING SECRETARY AT hwmhall@gmail.com PRIOR TO ACCEPTANCE									
I, the undersigned, hereby apply for use of High Wych Memorial Hall Committee Room as stated above. I agree, if the application for hire is accepted, to observe and be bound by the *Standard Conditions of Hire which I hereby confirm have read.									
*A copy of our Standard Conditions of Hire can be found on our website: www.highwychmemorialhall.com									
Signed					Date				

Booking Secretary Contact Details:
Mobile Number: 07925 601932 : **Email:** hwmhall@gmail.com