



# Application for Hire/Booking Form

Please check availability on our website - [highwychmemorialhall.com](http://highwychmemorialhall.com) - **and** email or phone the Booking Secretary to confirm your chosen date and agree deposits to be paid **BEFORE** you complete this booking form. Thank you.

<b>Day &amp; Date of booking</b>	<b>Day:</b>	<b>Date:</b>
<b>Times required for booking*</b>	<b>From:</b>	<b>To:</b>

\* 'Time from' will be time when Hall is required to be open to receive goods/make preparations. 'Time to' will be up to time when Hall is cleared and left clean and tidy – **midnight** at the latest.  
**The Hall will not be let:** to any persons under 18 years or for Public Discos

<b>Event/Function</b>	<b>*Security Deposit</b>	<b>Number of attendees (approx.)</b>
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\*A Security Deposit is required for **all parties**. See *Information Sheet for Hirers* for the scale of charges for Security Deposits which vary depending on the event being celebrated. This deposit is held against damage, breakages, missing equipment, **contravention of the Standard Conditions of Hire** and any additional cleaning time found to be necessary.

<b>Accommodation required</b>	Main Hall		Committee Room		Kitchen		Bar Area		Stage
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<b>Full name of Applicant</b>									
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<b>Address and postcode</b>									
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<b>Contact details</b>	<b>Phone:</b>	<b>Email address:</b>
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<b>Total Cost agreed</b>	£ (hire fees)	<b>Non-returnable deposit agreed</b>	£ (1 hour's hire fee)	<b>Balances due</b>	£ by / /
	£ (security deposit)				£ by / /

The **Non Returnable deposit** will be the cost of one hour's hire. The **Non Returnable Deposit** must be paid within 14 days. Your booking will be **CANCELLED** if initial payment is not made. Final balance due will be the total cost including any security deposit, minus one hour's hire fee and **must be paid 14 days prior** to your event at the latest.

I, the undersigned, hereby apply for use of High Wych Memorial Hall as stated above. I have made an on-line payment to Account: 70483281, Sort: 20-36-98 for £..... being the amount I have confirmed by telephone with the Booking Secretary.  
 N.B. *Please use the date of your booking as a reference when paying by BACS*  
 OR I have provided cash/cheque (payable to 'High Wych Memorial Hall') to the Treasurer.  
 I, the undersigned, give consent for High Wych Memorial Hall to use and store the personal information freely given by me on this booking form to administer my booking at the hall. I understand that this personal information will be stored securely and will never be passed on to any 3rd party at any time for any purpose whatsoever.  
 I agree to observe and be bound the Standard Conditions of Hire.

<b>Signed</b>		<b>Date</b>	
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Tick here  to confirm you have read our Standard Conditions of Hire and Information for Hirers.  
**OPTIONAL:** Your bank details: Account Number: \_\_\_\_\_ Sort Code: / /

**Please note: Your booking will not be secured until this form is completed, signed and returned to the Booking Secretary and your agreed deposit(s) has been received.**

**Booking Secretary:** Mobile Number: 07925 601932 Email: [hwmhall@gmail.com](mailto:hwmhall@gmail.com)  
**Treasurer:** Mobile Number: 07961 887235 Email: [daveathighwych@hotmail.co.uk](mailto:daveathighwych@hotmail.co.uk)