

**WOOTTON BASSETT MEMORIAL HALL – BOOKING FORM**

[Registered charity number 305598]

**COMMITTEE ROOM/STAGE DRESSING ROOM**

Name of Hirer/Organisation/Club .....

Purpose of hire .....

Date[s] required.....

Time(s) required.....

Name of Organiser .....

Contact phone no. .... Mobile phone no.....

Email address .....

Address .....

..... Post code ..... Please state attendance numbers .....

**Equipment in room:**

20 Chairs Electric Kettle 20 Mugs 20 Side Plates. If tables are required state how many. ....

**Please supply your own tea towels. Please supply your own tea, coffee, squash, biscuits etc.**

**Instructions.**

The Committee Room entrance is along the side path, through the side door and passage way on your right. The capacity for the Committee Room is restricted to twenty persons.

The toilet is in the passage toward the fire exit door. Cold water for kettle can be obtained from here.

Craft groups must cover carpet with a dust sheet and cover any tables used.

You will be given by the 'key holder' the following keys: A car park gate key, a side door key and a key to open the passage door. **Keys available from 45 Betjeman Avenue Wootton Bassett. Tel: 852504**

All electrical equipment brought into the Committee Room must have a current PAT test certificate.

On departure, return all furniture as you found it, switch off any heaters you may have put on. Turn off all lights in the Committee Room. Lock the Passage Door and Side Door and making sure the gate lock is in an open position, deposit the keys in the key shoot situated just outside the front door.

Shut and secure the gates and snap the lock into place.

**DIVIDED DRESSING ROOM MODE**

Please state how many chairs are to be needed in the Gentlemen's dressing room.....

Please state how many chairs are to be needed in the Ladies dressing room .....

Special arrangements (if any) made with the Lettings Secretary.....

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Hiring price agreed:.....

Office Use

Date on booking: .....7 Days Cancellation required.

Date hiring fees received..... Invoice No. ....

Names and addresses will be kept for booking purposes only and will not be passed on to third parties.