

# WOOTTON BASSETT MEMORIAL HALL – BOOKING FORM

[Registered charity number 305598]

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

Purpose of hire .....

Date[s] required .....

Name of Organiser ..... Contact phone no. ....

Email address ..... Mobile phone no.....

Address .....

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

**The Memorial Hall is a licensed premise. No alcoholic drink may be consumed on the premises unless purchased from the Memorial Hall bar.**

If the bar is required you should contact ..... at least a month before your event

Please clearly circle your requirements

Main Hall    Bar Lounge    Bar    Stage    PR System (Hiring fee & Deposit req.)    Committee Room (Separate hiring fee)

Kitchen    Water Urn    100 cups & saucers    Dishwasher    Fridge    Freezer    8 Hob cooker range

Special 150 set Crockery and Cutlery (Hiring fee and deposit req.) .]    Upper Room (Separate hiring fee).

*Organisers are advised that a Food & Hygiene Certificate is required if preparing food for 20 or more [Food & Safety Act 1990]*

Special arrangements [if any] made with the Lettings Secretary .....

Bar price agreed .....

Hiring price agreed ..... A booking deposit of £50 is required with the booking form

A separate £50 condition cheque will be required with your final invoice. This will be returned after your event dependant on satisfactory condition of the Hall.

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

Please state any PAT tested equipment you intend to bring into the Hall [ie disco, television, video, stage lights, soundboard etc.]

*I have read and agree to abide by the terms and conditions of hire of the Memorial Hall. I agree to pay the relevant charges and confirm that I am over 21 years of age*

Signed ..... Date .....

*I agree to the Hall's Fire Safety Regulations [1<sup>st</sup> October 2006]. I agree to carry out and provide a Fire Risk Assessment, to include an Emergency Plan. Any change in layout of the Hall to be applied for in writing one month prior to event.*

Signed ..... Date .....

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

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## Office Use

Date deposit received ..... Invoice number .....

Date hiring fees received ..... Invoice number .....

Date condition cheque received ..... Invoice number .....

Rules & Regulations/Hall plan given/posted to hirer: Yes / No ..... Date .....