

**WOOTTON BASSETT MEMORIAL HALL – BOOKING FORM**

[Registered charity number 305598]

**UPPER ROOM**

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

Purpose of hire .....

Date[s] required..... Time required.....

Name of Organiser .....

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

Email address .....

Address .....

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

**PLEASE CIRCLE YOUR REQUIREMENTS**

**Equipment in room:**

3 Tables      20 Chairs      Microwave      Electric Kettle      Mugs      Side Plates.

Hot and Cold Water.. Sink Unit with washing up liquid. Bowl supplied with sponge & cleaning materials..

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

**Instructions.**

The Upper Room entrance is in the foyer, through the door and passage way on your left.

The capacity for Upper Room is restricted to twenty persons.

The toilets are in the foyer.

The fire exit is at the bottom of the stairs and leads outside.

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

Craft groups must cover carpet squares 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 front 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 Upper Room, Stairs and Passage Way. Lock the Passage Door and the Front 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.

**Special arrangement (if any) made with the Lettings Secretary.** .....

.....

.....

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.