**Wilberforce Hall**

**Booking Form**

**HIRE DETAILS**

Name of the Hirer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Hire \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*For a one-off event: Date Required \_\_\_\_/\_\_\_\_/\_\_\_\_\_ or for regular events: Months Required from \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_*

Day of the week \_\_\_\_\_\_\_\_\_\_\_ Hours from\_\_\_\_\_ to \_\_\_\_\_

**COST OF HIRE**

£12 per session any day of the week

Sessions:

Morning: up to 12 noon

Afternoon: 12 – 6pm

Evening: 6pm – 12 midnight

**PAYMENT**

I enclose a cheque /cash for: £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DECLARATION**

I have read and agree to abide by the Conditions of Hire, operating instructions and emergency procedures. I am over 21 years old.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send this form to Hall Bookings, The Newsagents, Main Road, Brighstone, Isle of Wight PO30 4AH.

Plus Cash or a Cheque made payable to ‘Wilberforce Hall’

Plus a stamped self addressed envelope (if a receipt is required).

The DAY key is to be collected from and returned to the Newsagent opposite the Hall BUT the NIGHT key for evening sessions must be collected from the Newsagents before 17:00 and returned through the letter box of the Center Cottage afterwards.

Booking form

Wilberforce Hall Management Committee January 2015