

Wellington Arts Centre Booking Form

(WAA FM3 v002)



Please check the details entered on this form, then sign and return it, along with your payment and deposit, to the Booking Secretary at the address below, at least 14 days before the event.

If approved by the Management Committee, a copy of your form will be returned to you as a confirmation of your booking.

Bookings Secretary
Wellington Arts Centre
Eight Acre Lane
Wellington
Somerset
TA21 8PS

Email: bookings@w-a-a.co.uk

Telephone: 01823 667774

Event Information

Date of Event

Hirer's Name and/or Organisation

Sponsors Name (if applicable)

Address and Contact Number

Address and Contact Number

Name of representative of licensee (if required)

Number of Stewards

Details of Booking (e.g. 40th Birthday, Wedding, Dance, Disco)

Additional facilities required (e.g. Stage, Sound, Lighting)

Bar Required Yes No

Number Attending Function

Hall Required From

am/pm

to

am/pm

Hours Required (£12 per hour of part thereof)

£

Basic Lighting & Sound Setup (£25)

£

Temporary Membership (1-100 guests £10)

£

Sub Total

£

Less Member's Discount (20%)

£

Total Hire Charge

£

Booking Deposit

£ 100

Extra sound and lighting equipment setup
Prices are available on request

The Booking Deposit applies to non-members only. A breakages/damaged deposit of £100 may be payable at the time of booking at the discretion of the Bookings Secretary. Deposits are refundable, save where the Management Committee decides that all or part of the amount deposited needs to be retained to defray any costs and expenses arising from the hirer's use of the premises.

Declaration

I have and agree to be bound by the Health & Safety Requirements and Emergency Action Procedure (WAA FM1, WAA HS4)

Name

Signature

Date

Office Use Only

Booking Accepted / Rejected: Date:

Hirer's Copy

Critics Copy

File Copy