

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.

Bookings Secretary
Wellington Arts Centre
Eight Acre Lane
Wellington
Somerset
TA21 8PS
Email: bookings@w-a-a.co.uk
Telephone: 01823667774

*** - Denotes fields are required**

Contact Info	
Hirer's Name or Organisation*	
Sponsors Name*	
Email*	
Contact Number*	
Address*	

Event Info	
Event Title*	
Start Date of Event* (DD/MM/YYYY)	
Start Time of Event* (HH:MM) Include setup time	
End Date of Event* (DD/MM/YYYY)	
End Time of Event* (HH:MM) Include clearing time	

Event Details* <i>Provide a description of the event</i>	
Is this a repeat event? <i>(le Regular Class etc)</i>	☐ Yes, send schedule to bookings@w-a-a.co.uk with this form. ☐ No
Number of People Attending the Event* <i>Max. = 120</i>	
Use of Facilities	☐ Bar ☐ Basic Sound and Lighting ☐ Additional Setup Requirements
Additional Setup Requirements	
Declaration	☐ I have read and agree to be bound by the Health & Safety Requirements and Emergency Action Procedure (WAA FM1, WAA HS4). I also understand the booking is not secured until quote confirmed by the booking secretary and payment received in full.
Sign	
Print Name	
Date <i>(DD/MM/YYYY)</i>	



Private Function Booking Form (WAA FM3), V004, September 2025
