



Internal Group Booking Form (WAA FM5), V001, September 2025

Please check the details entered on this form, then sign and return it 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	
Name*	
Email*	
WAA Group	<input type="checkbox"/> Wellington Pantomime Group <input type="checkbox"/> Wellington Operatic Society <input type="checkbox"/> Genesis Youth Theatre <input type="checkbox"/> Wellington Theatre Company <input type="checkbox"/> Spectrum Arts & Crafts <input type="checkbox"/> Critics Club <input type="checkbox"/> Management
Event Info	
Type of Event*	<input type="checkbox"/> Rehearsal <input type="checkbox"/> Meeting <input type="checkbox"/> Show
Room(s) Required*	<input type="checkbox"/> Kitchen <input type="checkbox"/> Bar <input type="checkbox"/> Meeting Room <input type="checkbox"/> Hall (incl stage) <input type="checkbox"/> Hall (excl stage)
Start Date of Event* (DD/MM/YYYY)	
Start Time of Event* (HH:MM) Include setup time	
End Date of Event* (DD/MM/YYYY)	

The Wellington (Somerset) & District Arts Association is a Company Limited by Guarantee.
Registered Company Number 04950364 | Registered Charity No 1106158

End Time of Event* (HH:MM) <i>Include clearing time</i>	
Is this a repeat event? (Ie Rehearsals or Show etc)	<input type="checkbox"/> Yes, send schedule to bookings@w-a-a.co.uk with this form. <input type="checkbox"/> No
Declaration	<input type="checkbox"/> 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 confirmed by the booking secretary.
Sign	
Print Name	
Date (DD/MM/YYYY)	