

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	☐ Wellington Pantomime Group ☐ Wellington Operatic Society ☐ Genesis Youth Theatre ☐ Wellington Theatre Company ☐ Spectrum Arts & Crafts ☐ Critics Club ☐ Management
Event Info	
Event Title*	
Type of Event*	☐ Rehearsal ☐ Meeting ☐ Show
Room(s) Required*	☐ Kitchen ☐ Bar ☐ Meeting Room ☐ Hall (incl stage) ☐ 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)	
End Time of Event* (HH:MM) <i>Include clearing time</i>	
Is this a repeat event? (<i>le Rehearsals or Show etc</i>)	☐ Yes, send schedule to bookings@w-a-a.co.uk with this form. ☐ No
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 confirmed by the booking secretary.
Sign	
Print Name	
Date (DD/MM/YYYY)	