

Facility Booking Form

Name:

Company:

Address:

.....

Tel: E-mail:

Booking Reqd: (please tick)

| Main Hall (with Stage) | Sports Hall | Skittle Alley (carpet extra £5) | Lounge Bar | Kitchen (Catering Available) | Conference Room |
|---|-------------|---------------------------------------|---|---------------------------------|--------------------|
| Capacity 120 Lighting, p.a. & projector to hire | Cap. 200 | Capacity 40 / with carpet 60 | Please see No. 7. in 'Conditions of Hire'. | | Capacity 20 |
| | | | | | |

Date of Booking:

Time of Booking⁽¹⁾: start.....finish.....

Bar opening time (if) required⁽²⁾:

Purpose of Booking: (e.g. Party)

Number in Booking Party⁽³⁾: (Guest List required with final payment)

Deposit:(half the total hire) Receipt of non-refundable deposit secures the booking.

Security Deposit⁽⁴⁾: £100

Total Hire Charge:

*Lighting, Portable P.A. & Projector available to hire (see 'Conditions of Hire') price on application.

I/We accept the 'Conditions of Hire' (see attached) and agree to abide by them:

Signed Printed Date:

Cheques made payable to: WADCA. Bank transfer (with booking name as reference):

HSBC, Sort code: 40-47-34, Account No: 01522124

Completed form to be returned to above address or sent via e-mail to: ca.winterbourne@gmail.com

Payment of Deposits must be made with the booking form and the remainder of the 'Total Hire Charge' 14 days prior to the 'Date of Booking'.

NOTES FOR COMPLETION OF WADCA FACILITY BOOKING FORM

- 1.) Enter start & finish time for your booking, Start time is from when you require access, not just start of event.
- 2.) As WADCA is a licensed venue, we are only able to permit alcohol purchased on the premises. For Toasting drinks however please note there is a corkage charge of £5 per bottle.
- 3.) Please Note an adult must accompany all persons under the age of 18. (RATIO of 1 Adult to 5 children).
- 4.) Security deposit is returned following satisfactory inspection of premises at the end of hire. See 'Conditions of Hire' for full details.

PLEASE LEAVE THE ROOMS IN THE CONDITION YOU FOUND THEM:

- FLOORS MUST BE SWEEPED
- TABLES & CHAIRS CLEANED & RETURNED TO CORRECT PLACES
- ALL LITTER DISPOSED OF/TAKEN HOME

(Admin only) Guest List Received: Yes/No.