

ARTS CENTRE BOOKING FORM (WAA FM3)



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 Tel: 01823 667388
Email: bookings@w-a-a.org

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

Event Information

Hirer's Name &/or organisation

Address

Post Code:
Tel no:

Name of representative of Licensee (if required)

Names of Stewards

Details of Booking e.g. 40th Birthday, wedding, Dance, Disco

Additional facilities required e.g. Stage & Lighting. Please detail

Date Of Event

Sponsor's Name (if applicable)

Address

Post Code:
Tel no:

Type of Entertainment proposed e.g. Band, Disco

Bar Required?
Yes No

Number attending function

Hall required from am/pm

Hall required to am/pm

Hours required (£8.50 per hour or part thereof)

£

Stage/Lighting (£10)

£

Temporary Membership (1-100 guests £10)

£

Sub Total

£

Less Member's Discount (20%)

£

Total Hire Charge

£

Booking Deposit (separate cheque please)

£ 50 . 00

Declaration

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

Signature

Date

Office Use Only

Booking Accepted/Rejected

Date

Hirer's Copy Critic's Copy File Copy