



Application for Hire/Booking Form

Prior to completing this form please check availability on our website - highwychmemorialhall.com – and download and sign a copy of our Standard Conditions of Hire and read our Information for Hirers

Day & Date required for booking								
Times required for booking*	From:			To:					
<p>* 'Time from' will be time when Hall is required to be open to receive goods/make preparations 'Time to' will be up to time when Hall is cleared and left clean and tidy – midnight at the latest The Hall will not be let: to any persons under 18 years, for Public Discos or persons holding Bottle Parties.</p>									
Special Requirements*									
*Please detail any arrangements regarding furniture or additional requirements as may be relevant to our Caretaker									
Accommodation required	Main Hall		Committee Room		Kitchen		Bar Area		Stage

Full name of Applicant							
Address and postcode							
Contact details	Telephone.....Email.....						
Total Cost		Deposit paid		Balance due			
Please telephone the Booking Secretary on 01279 724749 to confirm and discuss total cost and deposit required before submitting this application form. Thank you.							

<p>I, the undersigned, hereby apply for use of High Wych Memorial Hall as stated above. I have made an on-line payment to Account: 70483281, Sort: 20-36-98 for £..... being the amount I have confirmed by telephone with the Booking Secretary. Alternatively, I will provide cash/cheque (payable to 'High Wych Memorial Hall') Booking Secretary. I agree to observe and be bound the Standard Conditions of Hiring.</p>							
Signed					Date		
Please tick here <input type="checkbox"/> to confirm you have read our Standard Conditions of Hire.							
Please note: Your booking will <u>not be secured</u> until this form is completed, signed and returned with your deposit to the Booking Secretary.							
Deposits vary depending on the type of function. Your deposit is held against damage, breakages, missing equipment, contravention of the Standard Conditions of Hire and any additional cleaning time found to be necessary.							