

# Application for Block Booking Form



<b>BEFORE YOU COMPLETE THIS FORM PLEASE CONTACT THE BOOKING SECRETARY TO CONFIRM THE HALL IS AVAILABLE AND TO DISCUSS HIRE FEES REQUIRED</b>									
<b>Full Name of Applicant</b>									
<b>Full Postal Address</b>									
<b>Postcode</b>									
<b>Contact details</b>		Home/Business Telephone:							
		Mobile phone:							
		Email address:							
<b>Name of Organisation or Society</b>									
<b>Are you, or is a member of your organisation, a key holder?</b>					No	<b>If yes, how many keys are currently held?</b>			
<b>Accommodation required</b>	Main Hall		Committee Room		Kitchen		Bar Area		Stage
<b>Which day of the week?</b>									
<b>Start time</b>					<b>Finish time</b>				
* 'Start Time' will be time when Hall is required to be open to receive goods/make preparations 'Finish Time' will be up to time when Hall is cleared and left clean and tidy – <b>10.30pm</b> at the latest.									
<b>**START DATE</b>					<b>END DATE</b>				
<b>** Please note: If you wish to cancel a pre-booked date, please give at least TWO weeks notice or a 20% cancellation fee may be charged.</b>									
<b>ANY DATES <u>NOT</u> REQUIRED THAT FALL WITHIN YOUR START DATE AND FINISH DATE</b>									
THIS BOOKING MUST BE SENT or EMAILED TO THE BOOKING SECRETARY AT <a href="mailto:hwmhall@gmail.com">hwmhall@gmail.com</a> PRIOR TO ACCEPTANCE									
I, the undersigned, hereby apply for use of High Wych Memorial Hall as stated above. I agree, if the application for hire is accepted, to observe and be bound by the <b>*Standard Conditions of Hire</b> which I hereby confirm have read.									
<b>*A copy of our Standard Conditions of Hire can be found on our website: <a href="http://www.highwychmemorialhall.com">www.highwychmemorialhall.com</a></b>									
<b>Signed</b>						<b>Date</b>			

**Booking Secretary Contact Details:**  
**Mobile Number:** 07925 601932 : **Email:** [hwmhall@gmail.com](mailto:hwmhall@gmail.com)