



## Application for Hire/Booking Form

Please check availability on our website - [highwychmemorialhall.com](http://highwychmemorialhall.com) -  
**and** phone the Booking Secretary to confirm your chosen date and agree deposits  
 to be paid **BEFORE** you complete this booking form. Thank you.

<b>Day &amp; Date required for booking</b>	<b>Day:</b> .....		<b>Date:</b> .....							
<b>Times required for booking*</b>	<b>From:</b> .....		<b>To:</b> .....							
<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 – <b>midnight</b> at the latest.  <b>A maximum of 15 minutes is allowed either side of your booked time. Any additional time to this will be charged for a full hour.</b></p> <p style="text-align: center;"><b>The Hall will not be let:</b> to any persons under 18 years or for Public Discos</p>										
<b>Event/Function*</b>										
*Please detail any arrangements regarding furniture or additional requirements as may be relevant to our Caretaker										
<b>Accommodation required</b>	Main Hall		Committee Room		Kitchen		Bar Area		Stage	
<b>Full name of Applicant</b>										
<b>Address and postcode</b>										
<b>Contact details</b>	Telephone.....Email.....									
<b>Total Cost</b>		<b>Agreed deposit to be paid</b>			<b>Balance due</b>					
<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.          OR I have provided cash/cheque (payable to 'High Wych Memorial Hall') to the Booking Secretary.          I agree to observe and be bound the Standard Conditions of Hire.</p>										
<b>Signed</b>							<b>Date</b>			
Please tick here <input type="checkbox"/> to confirm you have read our Standard Conditions of Hire.										
<b>Please note: Your booking will <u>not</u> be secured until this form is completed, signed and returned to the Booking Secretary and your deposit has been received.</b>										
<p><b>A £50 security payment is required for any children's party from age 1 to 10 inclusive.</b>          See Information Sheet for Hirers for Security Payments required for parties over 10 yrs. old.          Deposits vary depending on the type of function.          This deposit is held against damage, breakages, missing equipment, <b>contravention of the Standard Conditions of Hire</b> and any additional cleaning time found to be necessary.</p>										

**Booking Secretary Contact Details:** Ali Geller : 88 High Wych Road, CM210HQ

**Tel:** 01279 723677 **Email:** [hwmhall@gmail.com](mailto:hwmhall@gmail.com)