



Application for Hire/Booking Form

Please check availability on our website - 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.

Day & Date required for booking	Day:		Date:	
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 or for Public Discos</p>				
Event/Function			Number of attendees (approx)	
Security Deposit*				
<p>*A Security Deposit is required for all parties. See Information Sheet for Hirers for the scale of charges for Security Deposits which vary depending on the event being celebrated. This deposit is held against damage, breakages, missing equipment, contravention of the Standard Conditions of Hire and any additional cleaning time found to be necessary.</p>				
Accommodation required	Main Hall		Committee Room	
			Kitchen	
			Bar Area	
				Stage
Full name of Applicant				
Address and postcode				
Contact details	Telephone.....Email.....			
Total Cost agreed		Non-returnable deposit agreed		Balance due
<p>The non-returnable deposit will be the cost of one hour's hire payable at time of booking. Bookings will not be confirmed until the non-returnable deposit has been paid. Balance will be the total cost minus one hour's hire fee plus the agreed security deposit (if required) and is payable 14 days prior to your event at the latest.</p>				
<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>				
Signed			Date	
<p>Please tick here <input type="checkbox"/> to confirm you have read our Standard Conditions of Hire.</p>				
<p>Please note: Your booking will not be secured until this form is completed, signed and returned to the Booking Secretary and your agreed deposit has been received.</p>				

Booking Secretary Contact Details

Mobile Number: 07925 601932 **Email:** hwmhall@gmail.com