**One-Off Booking Form**

|  |  |
| --- | --- |
| **Name:** |  |
| **Event:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Tel No.** |  | **Mobile:** |
| **Email:** |  |
| **Invoice email address if different:** |  |

**Date Room is required-**

Please insert MH (Main Hall) FR (Function Room) or WSH (WSH Pavilion) in the appropriate time slot.

Main Hall (£30 per 2hr block). Function Room (£25 per 2hr block). WSH Pavilion (£23 per 2hr block)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **7.30-9.30**  | **9.30-11.30**  | **11.30-1.30** | **1.30-3.30** | **3.30-5.30** | **5.30-7.30** | **7.30-9.30** | **9.30-11.30** |
| **Monday** |  |  |  |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |  |  |  |
| **Friday** |  |  |  |  |  |  |  |  |
| **Saturday** |  |  |  |  |  |  |  |  |
| **Sunday** |  |  |  |  |  |  |  |  |

Please note these are entry and exit times and include setting and clearing up times.

Please note the attached conditions for leaving the building as you found it.

Please indicate if you require the licensed bar to be staffed for the event Yes/No

(Not applicable at WSH Pavilion)

On receipt of this form your booking is secure. Please inform us of any cancelations well in advance or you may be charged.

**Signed:…………………………………..**

**Date:……………………………………..**

**On leaving the building please ensure**

* **All items checked with inventory and missing items reported to Town Clerk**
* **Any rubbish above one bin liner is removed from the premises**
* **Tables are clean**
* **Tables and Chairs are stacked away**
* **The floor is swept and any spills mopped up**
* **The kitchen is clean and all food stuff removed**
* **The toilets are flushed and taps turned off**
* **All windows are closed and locked**
* **All heaters are switched off at the wall (WSH thermostat on wall and radiators turned down)**
* **Everyone is out of the building**
* **The alarm is set**
* **The double doors are locked**
* **Keys are returned to the Community Centre (if applicable)**