

APPLICATION TO HIRE WHEATSHEAF HALL (REPEAT BOOKINGS)**ABOUT YOU**

Contact Person & Organisation name (if applicable):	
Address:	
Postcode:	
Mobile:	Other:
Email:	

WHAT CATEGORY OF HIRER ARE YOU?

Wyvil/Mawbey resident/Non-profit Private Individual Commercial

If you are a registered charity, what is your charity number? _____

If you are a non-profit without a charity number, please attach your constitution to this application form.

ABOUT YOUR BOOKING

Date booking starts

Main Hall Small Hall Meeting Room Kitchen Dance Floor

Date booking ends

How regular is your booking (please delete as appropriate)

Daily/weekly/monthly/other

If other, please state what: (eg monthly on 3rd Sunday, annually, etc)

Start/finish time (to include set up and cleaning)

start / finish

Purpose of your booking

How many people will attend?

HOW DID YOU HEAR ABOUT THE WHEATSHEAF HALL?

Previous user Website Attended an event Leaflet Other _____

AGREEMENT

Name:

USE CAPITALS

Signed by hirer:

Date:

Cancellations of Bookings – please see terms and conditions of use for cancellation policy.

I have read the Terms & Conditions of Hire and Use and agree to be bound by them. (please tick)

TO COMPLETE YOUR BOOKING

Post or bring this application form to Wheatsheaf Hall, Wheatsheaf Lane, off South Lambeth Road, SW8 2UP or scan and email to wheatsheafcommunityhall@gmail.com.