**WIGGINTON RECREATION HALL TRUST BOOKING FORM**

**CONFIRMATION OF YOUR BOOKING CAN ONLY BE CONFIRMED AFTER RECEIPT OF THIS FORM**

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| **\*** **Organisation Name/Name of Hirer** |  |
| **Purpose of hire**  Please state if a Bouncy Castle is to be used.  Please note that there are height restrictions of  3.4m in the Michael Haseltine Hall (main hall) and  Bouncy Castles are not permitted in the St Nicholas Room (small hall). Please advise your Bouncy Castle supplier of height restrictions. | Purpose of Hire: |
| **\*** **Date & Time of Activity and number of hours required**  **this should include setting up and clearing away**  **PARTIES – MAX OF 4 HOURS UNLESS OTHERWISE AGREED** | Date  Time  Number of hours required |
| **\*** **Contact Name** |  |
| **\***  **Telephone/Mobile Number** |  |
| **\*** **Address and Post Code** | Address  Post Code |
| **\***  **email address** |  |

**\*** **MUST BE COMPLETED**

**IF YOU WISH TO VIEW THE FACILITIES PRIOR TO BOOKING PLEASE DO NOT HESITATE TO CONTACT THE TREASURER WHO WILL MAKE THE NECESSARY ARRANGEMENTS.**

**Please note:**

* Payment is required by Bank Transfer 7 days prior to the event, bank details will be provided with booking confirmation.
* The hall is strictly No Smoking or Vaping. (The hall has very sensitive smoke detectors connected to the fire alarm system).
* The kitchen is fully stocked with crockery and cutlery and hot water heater for hot drinks. For children’s parties we recommend that you provide paper plates and cups.
* Chairs and tables are supplied free of charge and must be cleaned after use. (Note these are normal size only) Manual handling equipment is available if required.
* The hall must be left in a clean condition at the end of the hire period-cleaning materials are available in the kitchen cleaning cupboard including, brushes, mops, buckets, vacuum cleaner etc. There is an external wheelie bin for disposal of all waste.
* Displays and decorations must not be cellotaped or fixed to any painted surface.
* There is ample free car parking to the rear of the hall.

**Full hire conditions are displayed on the hall notice boards**

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**Return completed form within 7 days (to avoid possible loss of booking) to:** [**info@wigginton-recreation-hall.org**](mailto:info@wigginton-recreation-hall.org)

WRH Form 032023