

2010 room hire booking form

Groups wishing to book the Hall or any of the meeting rooms should complete this form and submit it to the office as soon as possible.

DATE _____

HIRER'S NAME AND ADDRESS _____

TELEPHONE NUMBER _____ E-MAIL _____

GROUP/ORGANISATION _____

AFFILIATED TO WIMBLEDON COMMUNITY ASSOCIATION _____ Yes/No
(Affiliation fees are due each 1st April. £15.00 minimum donation)

HIRER'S POSITION _____

PURPOSE OF MEETING _____

DATE/s OF MEETING _____ TIME/s OF MEETING _____
(Use separate sheet if necessary).

NUMBER ATTENDING _____ ADMISSION CHARGE - Yes/No _____
(Normally incurs higher room charge)

SESSIONS Monday to Saturday
Morning: 09.00 to 12.30 Afternoon: 13.30 to 17.00 Evening: 18.30 to 22.30
Extensions by special arrangement.

ROOM/s REQUIRED (suggested maximum seating)

DOWNSTAIRS Main Hall (160) _____ Room A (40) _____ Kitchen A _____

UPSTAIRS Room B (12) _____ Room C (40) _____ Room D (30) _____

Room C/D (70) _____ Room E (8) _____ Room F (30) _____

Room G (25) _____ Room H (70) _____

Kitchen C _____ Kitchen H _____

A charge maybe asked for use of kitchens, storage, public address and other equipment.

Please note that you must submit written requirements each year in good time for the next. This will ensure your standard requirements are met throughout this calendar year.

IT IS NOT SAFE TO ASSUME THAT BOOKINGS MADE OVER THE YEARS AUTOMATICALLY GET CARRIED ON TO THE NEXT YEAR. PLEASE INFORM US OF YOUR REQUIREMENTS USING THIS FORM.