**WINTERTON HALL PLAISTOW**

 **BOOKING FORM**

YOU MUST DOWNLOAD THIS FORM BEFORE COMPLETING **– DO NOT COMPLETE ONLINE**

**To hire the hall:**

1. Check that the hall is available for the date and time you require (contact details below)
2. Read the Rules of Hire (It is a legal requirement that you agree to abide by the Rules of Hire)
3. Complete this form and make sure full payment has been made 4 days before date of hire. Please note further payment may be required if additional cleaning is required or damage is sustained

|  |  |
| --- | --- |
| **Name of organisation** **(if applicable):** |  |
| **Contact Name:**  |  |
| **Telephone:** |  |
| **Email address:** |  |
| **Address:**  |  |
| **Hire date(s) & times (from –to): Please include time needed to set up and clean and tidy after event.** |  |
| **Purpose of hire:** |  |
| **Total Charge:****(see hire charges)** |  |

A booking is not finalised until both this completed form and full payment have been received.

*I have read the Rules of Hire for Winterton Hall and the Safeguarding Policy and I agree to abide by them. I will:*

* *Leave the hall clean, including sweeping and mopping the floors*
* *Take away all rubbish*
* *Ensure all lights are switched off, all windows closed and all doors locked*

*Name:* *\_\_\_\_\_\_\_\_\_\_* *Signed:* *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-*

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**Contact for hall availability, booking and payment, and for key collection:**

Wendy Lockwood, Hawksfield, Rickman’s Lane, Plaistow, West Sussex RH14 0NT Tel: 01403 871604 e.mail: **wintertonhallplaistow@gmail.com**

[Emergency Contacts: Wendy (07951495924); Tor Campling (07786996590); or Ali Dormon (07779484442)]