

**THIS COPY TO BE SENT WITH
DEPOSIT**



At The Community Centre

Charity Reference Number 1025885

BOOKING FORM

For Reservations Please Ring

Tel: 01986 788189

or Email alishailes@gmail.com

**Please note that your booking will not be accepted without
returning your booking form with a 25% deposit
(Minimum £10)**

Please note there is no access to the centre from the A143 bypass -
take signs to Wortwell and turn at Bell to Tunbeck Close

THE WORTWELL CORE

Application for Hire

Hirers Details:

Name.....
Name of Organisation/Society (where applicable)
.....

Address.....
.....

Day Tel:

Mobile:

Accommodation and Times Required:

Date of Event.....
Type of Event.....
Live Music / Disco / Singer *please delete where appropriate*
Other

Event Times: from to

Accommodation Required:

Norfolk / Conference / Waveney and/or Redenhall Room
please delete where appropriate

Kitchen Equipment Required:

Yes / No *please delete where appropriate*
What do you require?
.....

Do you require a Bar?

Yes / No *please delete where appropriate*

Approximate Number of Adults.....

Required Bar Times: from to 11.00PM

Acceptance of Hire:

I/we accept the Conditions of Hire and can confirm I/we have attained the age of 18 Years.

Date

Signature of Hirer

On completion please return this form to the Bookings Officer:

Mrs Alison Shailes
23 Low Road, Wortwell, Harleston, Norfolk, IP20 0HJ
Tel: 01986 788189
Email alishailes@gmail.com

NB: Your attention is drawn to the Conditions of Hire and Acceptance Form. If the application is approved, insurance against the responsibility is advisable. It is best practice for all hirers to carryout a risk assessment before your event takes place. Please note Deposits are non refundable after 14 days.

PLEASE RETURN THE BOOKING FORM WITHIN 4 WEEKS OR IT WILL BE PRESUMED THAT THE BOOKING IS NOT REQUIRED.

Price Quoted for Hire of Centre £.....

Receipt:

I/we enclose a **Deposit** of £.....

Received by:

Do you require a receipt Yes/No delete where applicable?

Please make cheques payable to:
“Wortwell Community Centre”