



Kennel Lane, Windlesham, Surrey GU20 6AA

Tel: 01276 472210

[info@windlesham.club](mailto:info@windlesham.club)

## HALL HIRE BOOKING FORM

To be completed in all cases by Hall Hirers

In order that all Hall Hire arrangements are agreed and are fully in place to ensure a enjoyable and memorable occasion, the following details are required which together with the Conditions of Hall Hire constitute the Hire Contract between The Windlesham Club & Theatre and the Hirer.

Hirer Name				Today's Date		
Please complete if any changes to details supplied on Hall Enquiry Form						
Tel. No.				Email		
Club Member	Y/N	Membership No.	WCT	Over 1 year Membership	Y/N	

Confirmed Date of Hire			Times Required Including Access	From:	am/pm
				To:	am/pm
				Hand back time:	am/pm
Details of Party / Celebration etc.			Details of Music / Entertainment / Lighting (Hirers Cost)		
Facilities Required	Chairs Trestle Tables Round Tables Tablecloths Special Lighting Kitchen use	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Sound Systems Special Lighting (from £50 – external supplier) Any Stage Effects		
Estimate of those Attending	Under 12 Teenagers 18 to 25 Adults TOTAL		Entertainers Contact Required :  Public liability insurance Copyright License	Name:	
				Tel No:	
				Email:	
Name of Supervising Person	Name:  Tel No:  Email:		SIA Doorpersons Required (Hirers Cost)	Y/N	

**I HAVE READ AND UNDERSTOOD THE CONDITIONS OF HALL HIRE (AVAILABLE FROM THE CLUB'S WEBSITE) AND CONFIRM THAT I AND MY GUESTS WILL COMPLY AT ALL TIMES**

Hirer Signature			Hirer Name			Date
<b>WINDLESHAM CLUB &amp; THEATRE</b>						
Manager Signature			Entered in diary	Paper diary <input type="checkbox"/>	Online diary <input type="checkbox"/>	Date: Date:

**IMPORTANT NOTES**

The 50% Deposit payment is **NOT** refundable should the Hirer require cancellation or change once the Hall is booked on the completed Hall Hire Booking Form.

HIRE FEES					
Club Member more than 1 year	£150	Club Member less than 1 year	£200	Non Members	£250

ADDITIONAL CHARGES	
Other optional hire charges such as linen tablecloths, chair covers, special lighting (external supplier) etc.	

PAYMENT TERMS			
Upon signature of this Hall Hire Booking Form	50% Deposit	Before one month of Hall Hire Booked Date	50% Balance
	£		£
Refundable security deposit	Before one month of Hall Hire Booked Date		50% Hall Hire Fee
			£

ANY NOTES / COMMENTS