



WOTTON-UNDER-EDGE TOWN COUNCIL

CIVIC CENTRE BOOKING FORM

Name of Hirer or Organisation:

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CONTACT DETAILS:

Name:

Address:

.....

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Telephone:

Mobile:

.....

Email:

.....

BOOKING DETAILS

Function/Event/Class

.....

Room Required: Bradley Coombe Suite Rushmire Help Suite *(please circle)*

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Dates Required:

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Hours Required:

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Fee Agreed:

Deposit:

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The preferred method of payment for the BOOKING FEE is by bank transfer

Details are as follows:

Barclays Bank Sort Code: 20-13-42 Account: 73946304

Account Name: Wotton-under-Edge Town Council

Please quote surname of hirer and date of booking.

Payments by cash or cheque will incur a surcharge of £1.50.

DEPOSIT payments by cash or cheque as determined by Town Clerk. Cheques should be made payable to Wotton-under-Edge Town Council *(no surcharge)*

I certify that I have read the Conditions of Hire for the room/hall detailed above and agree to abide to them in full.

Signed: Date:

On behalf of (Group /Organisation)

Clerk to the Council: Ms Sue Bailey

Council Offices, Civic Centre, 2 Gloucester Street, Wotton-under-Edge, Gloucestershire, GL12 7DN

Tel: 01453 843210 Fax: 01453 845055 Email: clerk@wotton-under-edge.com

Website: www.wotton-under-edge.com Office Hours: Monday, Wednesday, Friday 9am to 12.30pm

Wotton-under-Edge Town Trust Reg Charity No.203466