



# WOTTON-UNDER-EDGE TOWN COUNCIL

## CIVIC CENTRE BOOKING FORM

Name of Hirer or Organisation:

.....

**CONTACT DETAILS:**

Name: .....

Address: .....

.....

.....

Telephone:

Mobile:

.....

Email: .....

Please note that these details will only be used for the purposes above and not forwarded to other agencies, as per this Town Council's privacy notice.

**BOOKING DETAILS**

Function/Event/Class

.....

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

.....

Dates Required:

.....

Hours Required:

.....

Fee Agreed:

Deposit:

.....

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

Details are as follows:

Barclays Bank             Sort Code: 20-13-67             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](mailto:clerk@wotton-under-edge.com)*

*Website: [www.wotton-under-edge.com](http://www.wotton-under-edge.com) Office Hours: Monday, Wednesday, Friday 9am to 12.30pm*

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