



# WOTTON-UNDER-EDGE TOWN TRUST

## TOWN HALL BOOKING FORM

Name of Hirer/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: .....

Dates Required: .....

Hours Required: .....

Fee Agreed: .....

Deposit: .....

Full payment of venue hire must be made at the time of booking. Failure to pay will result in a declined booking. The preferred method of payment will be by electronic bank transfer, details as follows:  
Barclays Bank Sort Code: 20-13-67 Account: 93562875 Account Name: Wotton-under-Edge Town Trust  
Booking fees and payments made by cheque or cash will incur a surcharge of £1.50 to cover bank charges. The surcharge will not apply to Damage Deposits, which are required in cash or cheque (as determined by the Town Clerk) so these can be held by the Council and returned following a satisfactory inspection after the booking.

Regular Hirers: Invoices must be paid promptly, otherwise the Town Trust reserves the right to refuse future bookings.

If a payment made to the Town Trust is subsequently declined incurring bank charges we will seek reimbursement from the hirer concerned for the charge incurred.

I certify that I have read the Conditions of Hire for the building 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*