

Wickhambrook Memorial Social Centre

BOOKING FORM

(To be completed in the relevant sections and returned to the Booking Manager)

- **Firm Bookings.** To make a firm booking, a Booking Form must be completed and a Hire Agreement must be signed, and both sent to the Booking Manager along with the £25 deposit and the £500 (returnable) Insurance Bond. If accepted, the booking will be acknowledged in writing by the Booking Manager. The Hirer may be required to visit the Memorial Social Centre before the event, accompanied by a member of the MSC management committee, to familiarise with the Centre's facilities and Health and Safety procedures and to make arrangements for key holding and access on the hire date.
- **Provisional Bookings.** A provisional booking can be made, without formalities, by verbal arrangement with the Booking Manager. The booking date will be held available until no later than one month before the proposed hire date or until another hirer wishes to book the same date, in which case the provisional hirer will have to make a firm and fully acceptable booking or relinquish the date.
- **Booking a Pay Bar.** Where a bar, or any form of supply of alcohol, is required, a separate Bar Booking form must be completed and all 3 parts sent to Chris Gray Bar Services at 20 Meadowlands, Woolpit, Bury St Edmunds, Suffolk IP30 9SE not less than 21 days before the event. Special requirements for the bar, (such as celebration champagne, real ale, bottled wine for tables, complimentary glass of wine on entry etc) should be discussed directly with Mr Chris Gray (Tel: 01359 241563). Confirmation of the pay bar will be received directly from Chris Gray Bar Services.

MSC facilities required: **Main Hall / Stage / Bar Room / Kitchen / Pavilion Lounge** (DELETE AS APPROPRIATE)

Type of event (eg. Private Party, Dance, Wedding Reception, Disco etc)

Hirer's name: **Date of Hiring:** **FIRM or PROVISIONAL booking?**
(DELETE AS APPROPRIATE)

Hirer's address:

Telephone (daytime/evening/weekend): **Email:**

Hirer's signature: **Date:**

This section to be completed only if an Event Manager is nominated. The Hirer may wish to be free personally to engage in celebratory activities. In this case the hirer may nominate a reliable Event Manager to act on the Hirer's behalf by being:

- present for the whole duration of the hiring and
- personally responsible for ensuring, at all times, that the conduct of the event conforms to all of the MSC Hire Conditions.

Event Manager's Name:

Address:

Telephone (daytime/evening/weekend): **Email:**

Event Manager's signature: **Date:**

If an outside caterer is to be appointed, please give the following contact details:

Name (or Trading name) **Telephone:**

Address

If music is to be provided by a band or disco operator, please give the following contact details:

Name (or Trading name) **Telephone:**

Address