Bourne Arts & Community Trust

(A Company Limited by Guarantee, No. 3755942)

# Wake House

enquiries@wakehouse.org.uk

41 North Street, Bourne, Lincolnshire PE10 9AE

BOOKING FORM

Please complete the form below in BLOCK LETTERS

**and complete ALL sections, even If you have previously used our facilities**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of person making the booking: | | Telephone Number:  Email: | |
| Organisation: | | | |
| Address:  Post Code: | | | |
| Purpose of Booking; e.g Class, Meeting, Party, Training etc: | | | |
| Name of contact on the day: | | | Telephone Number:  Email address for Invoice if different to above: |
| Room required if known: | | | If unsure of room capacity please visit website:  www.wakehouse.org.uk |
| Day(s) / Date(s) required: | | | |
| Times required: | | | |
| Equipment required – Please tick:  Flip Chart Holder; Powerpoint Projector; Whiteboard; | | | |
| Use of the kitchen required? YES / NO |  | | |
| Estimated numbers attending: | | | |
| Music used: YES/NO (if yes an additional fee of 50p per hour will be added to the hire fees – | | | |
| **For Office Use**  Hire Fees - Room: £ PRS/PPL Addition:£ | | | |

I confirm that I have read and understood the terms and conditions of hire of Wake House as specified on the bookings form. I understand that fees are payable in full 7 days before the room is use.

Please remember that the contact on the day is to sign in on entry to the building, and out when they leave and it is their responsibility to ensure all are accounted for in their group in case of an evacuation of the building. Please also be reminded that it is the hirers’ responsibility to put up and take down any tables and move chairs to the required positions unless a room set up has been requested on the booking form.

Signed..................................................................................... Date:................................. Revised February 2023

Telephone: Bourne (01778) 782224

Registered Charity No. 1079939 Company Registration No 03755942