

Civic Centre Interview Room
Booking Form Tel: 01948 665761



Name: _____

Organisation: _____

Address: _____

Email: _____

Telephone No: _____

Date(s) of Hire: _____

Event Time: _____

Purpose: _____

Interview Room required: 1 or 2 (Please state): _____

Kitchen required? _____ Purpose: _____

Agreed Price: _____

Frequency of hire: _____

Please note the interview rooms are hired out at a flat rate of £5.00 per hour.

Important Notice:

All bookings taken are subject to the availability of the building and Whitchurch Town Council cannot issue any refunds or take responsibility if the building becomes unavailable. Please see overleaf for our full terms and conditions of hire. By signing this form you agree to our terms, which are listed overleaf.

Further information can be obtained from the Town Council office on: 01948 665761.

Signature of Hirer: _____ Date: _____

Conditions of Hire

1. Booking form must be completed in full.
2. The Town Council must be informed as soon as possible if the room is no longer required.
3. Hires must not wedge open fire doors.
4. Smoking is not permitted in the building.
5. The Hirer should inform Town Council staff of any defects or breakages.