



Whitchurch Town Council Coffee Morning Booking Form



Tel: 01948 665761

Name: _____

Address: _____

Email: _____

Telephone No: _____

Date of Hire: _____

Event: _____

Set Up Time: _____

Event Times: _____

Room Required: _____

Price: £45.00 _____

Deposit Required: Yes / No Date/Amount: _____

Invoice/Receipt Number: _____

Important Notice:

Please note: The maximum upstairs capacity of the Bar Lounge and the Edward German room: 55 people in each room.

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 below for our full terms and conditions of hire. By signing this form you agree to our terms (below).

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 to secure the date of the coffee morning.
2. You must inform the Town Council Office as soon as possible if the coffee morning date is no longer required.
3. Coffee mornings must be paid for on the day of the event, if payment has not been made in advance.
4. Hires will not wedge open fire doors.
5. Smoking is not permitted in the building or on the balconies.
6. Hires will clean the kitchen after use; crockery, cutlery and surfaces.
7. The Hirer will inform Town Council staff of any defects or breakages.