

The Queen Elizabeth II Jubilee Pavilion
Room Booking Form
West Coker Recreation Ground for Children Trust
Registered Charity No: 304669

HIRER DETAILS:

Name:.....

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Organisation:.....

Address:.....

.....

Telephone Numbers & Email:.....

.....

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EVENT DETAILS:

Name of Event:.....Date of event:.....

Type of Event (e.g. Class, Party, Meeting):.....

Is this a commercial hire: Yes / No (delete as appropriate) .

Will there be showing of a film: Yes / No see T&Cs

Will live music be performed or recorded music played: Yes / No see T&Cs

Which Room(s) do you want to Hire:

(Scout Hall, Main Hall, Kitchen, Bar Area, Showers) (See link to Terms & Conditions - Room Specifications)

Number of Delegates/Attendees:.....

Start Time of Event:.....(Please include any preparation time)

Finish Time of Event:.....(Please include any clear up time)

CATERING REQUIREMENTS:

Do you need to use the Kitchen: Yes /No (delete as appropriate)

For Tea/Coffee/Drinks/ Snack Only/ Plating up Pre-Prepared Food/ Food Preparation:
(delete as appropriate)

Will Alcohol be consumed/for sale: Yes/No (please note T&Cs, see link below):

Please ensure you have read the Terms & Conditions(T&Cs) (see website, or a hard copy can be sent to you on request). By signing this form you are agreeing to comply with the T&Cs of the West Coker Recreation Ground for Children.

Return completed form to Email: wcvhbookings@gmail.com
or post to Mrs B Hampshire at 82 High Street West Coker BA22 9AT

Signed by Hirer:..... Date:..... Deposit Paid: Y/N

Signed by WCPC Rep:..... Date:.....

By completing/signing this form you are agreeing to the Terms & Conditions of West Coker Recreation Ground for Children Trust