

WESTWOOD PARISH ROOMS (WPR)
BOOKING INFORMATION & BOOKING FORM

PRIVATE HIRE FOR PARTIES, WEDDINGS, WAKES - SATURDAYS ONLY.

1. WPR are available for private hire for parties and weddings **ON SATURDAYS ONLY.** This is by the hour, subject to a minimum hire period of 2 hours. For all-day Saturday events, if you wish to set up the day before, please contact the Bookings Trustee: bookingsparishrooms@gmail.com.
2. We have a fully equipped kitchen which is available at a small additional cost (£3/hour).
3. We have three toilets including one dedicated to disable users.
4. Wheelchair access is available from the car park to the WPR.
5. The main hall will seat approx. 60 people around tables (rectangular tables, chairs, plastic tablecloths, crockery, and cutlery; red & white or blue & white check linen tablecloths available for £10 laundry cost); approx. 60 seated theatre style; or approx. 80 for a standing event.
6. The dimensions of the main room are 10 x 6m. There are two sets of 15 Amp ring mains for supporting electrical requirements such as internal bouncy castles and other low powered electrical appliances. There is a skittle alley with wooden balls and skittles, this has simple safety instructions for setting up.
7. The dimensions of the north church lawn are 20 x 5m. The south veranda is 5 x 3 m. Both lawn and veranda are accessible from two sets of wide doors either end of the main room.
8. For all users, a refundable deposit must be paid to cover for damage or any additional cleaning that may be required. The deposit (£30-£50) will depend on the size of the party and will be advised at the time of booking.
9. Please refer to the WPR Hire Agreement for information on end-timings for evening use.
10. Alcohol. The WPR does not hold a licence for the sale of alcohol; therefore, any Hirer wishing to sell alcohol will need to acquire the appropriate licence. Alcohol provided by a caterer as part of their service will be the responsibility of the caterer. If alcohol is going to be consumed, the Hirer is required to nominate a responsible adult (see Booking Form).
11. Viewing WPR. For anyone hiring the WPR who is not familiar with the facilities, please arrange a viewing with the Booking Trustee (bookingsparishrooms@gmail.com) prior to the event.
12. Completing the Booking Form. Start Time must allow for setting up for your event – *please note that another user may still be in the WPR clearing up from their event up to your agreed Start Time*. End Time is the end of your event. You will then have 1 hour free of charge to clear and clean the WPR before the next event can be booked in.
13. Payment. All payments are due one month before the event. For events booked earlier than one month in advance, a deposit of the appropriate 2-hour rate is required to secure the booking.

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NAME OF EVENT:

TYPE OF EVENT:

DATE OF EVENT:

APPROX NUMBER OF ATTENDEES:

CONTACT NAME:

PHONE NUMBER:

EMAIL ADDRESS:

CONTACT ADDRESS:

SELF CATERING? YES/NO or NAME OF CATERER:

NAME OF RESPONSIBLE ADULT:

(when alcohol is going to be consumed)

Room Hire	Hourly Rate	Start Time	End Time	Total Hours	Cost
Hall only Mon-Thu	£9				£
Hall only Fri-Sun	£12				£
Hall+Kitchen Mon-Thu	£12				£
Hall+Kitchen Fri-Sun	£15				£
Refundable Deposit				£30/£50	£
Total to pay (incl deposit)					£

I declare that I have read, understood and will comply with the WPR Hire Agreement.

Signature:

Date:

Once complete please email this form to:

bookingsparishrooms@gmail.com

Thank you

Once the form is submitted, you will be contacted by the Treasurer for payment.

Following receipt of full payment and shortly prior to the event you will be issued with access instructions.