

SAWLEY MEMORIAL AND COMMUNITY HALL

DRAYCOTT ROAD SAWLEY

BEFORE COMPLETING THIS FORM YOU MUST HAVE CONTACTED THE BOOKINGS SECRETARY AND AGREED AVAILABILITY, HIRE RATES AND DEPOSIT AMOUNT.

BOOKING FORM – Complete and send to Booking Secretary

Society name (if applicable) _____

Contact name _____

Email address _____

Contact telephone no. _____

Contact address _____

Date(s) hall required _____

Times of hire _____

Deposit (Tick box for type made) BACS – Email Booking Secretary for details Cheque – by post Cash

Cheques made payable to '**Sawley Community Association**'

Is stage required (Circle answer -if no entry is made it will be assumed the answer is 'No')? - Yes / No

NB: As part of Booking Conditions – ALL RUBBISH MUST BE TAKEN OFF SITE AT THE END OF THE EVENT

Tell us how you heard about us – we would love to know! (Please tick a box)

Search Engine – Google - Bing - Yahoo - Other (name) - _____

Live nearby and know venue - **Booked event here before** - **Word of mouth** -

Recommendation - **Visited Hall for another event** - **Facebook** -

Seen venue on another website – Which site? – _____

Some other way – please tell us! – _____

Completed form (and deposit cheque if applicable) to be sent to the Booking Secretary at:

Email: bookings@sawley.info

The Booking Secretary
Sawley Community Association
19 Firs Street
Sawley, Long Eaton
Nottingham
NG10 3BD

Tel: 0115 9736224

If an email address is supplied, a confirmation email will be sent within 3 days of receipt.

I have read the SCA '**Terms & Conditions of Hire**' and agree to abide by those terms.

Signature.....

Form - SCA 1 V6