



Wickford Railway Club

HALL HIRE APPLICATION – **ONLY MEMBERS CAN HIRE THE HALL**

FOR ALL INITIAL BOOKING ENQUIRIES PLEASE SPEAK TO THE DUTY BAR MANAGER

OCCASION FOR THE HIRE, E.G 18th, 40th Birthday. Children's Party

DATE OF HIRE..... ARRIVAL TIME.....

NAME MEMBERSHIP NO.....

ADDRESS (incl post code)

.....

Contact telephone number Email

Number of Guests Maximum of 110.

Signature Date

Early lounge access is at the discretion of the Duty Bar Manager and may incur additional charges.

HIRE CHARGES FOR 2023

Friday evenings from 7pm to 11.30pm	£150) These hires incur an additional £100 refundable
Saturday evenings from 7pm to 11.30pm	£250) deposit. The deposit will be refunded provided
) there are no serious breakages and your guests
) have not brought their own drinks into the Club.

Hire charges for other afternoons and evenings start at £20 and increase by £15 per hour according to the length of time the hire is required and the number of guests.

The hire charges for a member hiring the hall on behalf of another party are the same.

The full hire charge and refundable deposit must be paid within 14 days of the hire being agreed. If payment is not received within this period the Committee may re-let the hall to another applicant requiring the same date.

The Committee reserve the right to decline any application without an explanation to the applicant.

Please return the completed form as soon as possible. We will notify you of any additional charges.