



HIRE FORM
WELLINGBOROUGH AFRICAN-CARIBBEAN ASSOCIATION.
 (Please Read This Document Carefully)
ALL BOOKINGS MUST BE APPROVED BY THE DIRECTORS.

	YES	NO	
NAME:	WACA MEMBER		MEMBER NO.
ADDRESS:			
			POST CODE:
EMAIL ADDRESS:			
PLEASE ADD ME TO YOUR MAILING LIST:		YES	NO

FACILITIES REQUIRED:

1 MAIN HALL	2 GALLERY	3 KITCHEN	4 CONFERENCE ROOM	5 BALL COURT	6 ICT ROOM	7 GAMES ROOM	8 GALLERY/ KITCHEN

9 E.D.C	10 STUDIO	11 PROJECTOR	12 SOUND SYSTEM	13 TV & VIDEO	14 TABLES	15 CHAIRS	16 MINI BUS	17 OTHER

DATE/S OF HIRE:

FROM (am/pm):

HIRE COSTS: £

TO:

DEPOSIT OF: £
IF DEPOSIT IS NOT PAID, BOOKING CANNOT BE GUARANTEED.
 TOTAL BALANCE MUST BE PAID 7 DAYS BEFORE EVENT.

DEPOSIT IS NO INCLUDED IN TOTAL HIRE

NATURE OF EVENT:

PLEASE MAKE CHEQUES PAYABLE TO WACA

FOR OFFICIAL USE ONLY

THIS SECTION IS TO BE FILLED OUT AND APPROVED BY DIRECTORS ONLY.

HIRE APPROVED BY:

DATE:

DEPOSIT RECEIVED:

DATE: