

Please note the following useful information which will help you through the booking process.
(we suggest you print this off as a useful reminder)

All important booking information is on our website,
www.wimbledonpark.com under Hall hire 'bookings'

Link: <http://www.wimbledonpark.com/hall-bookings/>

In order to confirm a booking you need to:

- Provide a deposit cheque for £200. We prefer cheques for this if possible as we can just tear them up afterwards. If you do not have a cheque book you can pay by BACS to the bank account details listed at the bottom of this message **Please note the following useful information which will help you through the booking process.** (we suggest you print this off as a useful reminder)

All important booking information is on our website,
www.wimbledonpark.com under Hall hire 'bookings'

Link: <http://www.wimbledonpark.com/hall-bookings/>

In order to confirm a booking you need to:

- Complete and sign an agreement which you can find on the website www.wimbledonpark.com under hall bookings
- **Scan and email or post or deliver to 56, Home Park Road, SW19 7HN**

You also need to:

- Pay the hire fee one week before the event. **The hire fee for weekend bookings is £47.00 per hour.** (week days £36.50). If your booking is for three hours or more we allow one hour free of charge for setting up and clearing. **This hour should be included in your overall booking time.**
- Make contact 2/3 days before the event regarding access and keys etc.
- **Take all rubbish with you when you have finished and leave clean and tidy for the next hirer.**
- **If you are returning a key, please post through the letterbox of 56 Home Park Road, SW19 7HN unless otherwise requested.**

If you need to view the hall, let me know and we can arrange a suitable time and date.

Audio/Visual equipment is available for hire for an additional fee of £45.00.

(This will need demonstration prior to the event)

Our lease rules are:

Saturdays- no music after 8.00pm and all clear of the hall by 8.00pm.

Sundays- no music after 8.00pm and all clear of the hall by 8.00pm

Please note that we do not accommodate teenage parties.

Also we do not allow Bouncy Castles or Smoke Machines – which set off the fire alarm.

Please read the Conditions of Hire in the Agreement carefully. In particular please note that no candles, naked flames, fireworks or any items that emit smoke are permitted in the Hall.

Wimbledon Park Community Trust
Bank details for Payment.
Barclays
sort code: 20 90 74
A/c No. 83347664
(Always include a reference)

Postal address
Wimbledon Park Community Trust
56 Home Park Road
SW19 7HN

Website www.wimbledonpark.com

Due to recent incidents with hirers causing the activation of the Fire Alarm in the hall and the unnecessary attendance of the Fire Brigade, despite the clear warnings in the Hire Agreement and on our emails, about the prohibition of smoke machines, candles and naked flames and any other other items which may set off the smoke sensors in the hall, you are hereby warned that in the event that you are responsible for such an event (and that includes anyone in your party or employ), **your Deposit will be automatically forfeited and you will become liable for any other expenses that The Trust may incur as a result.**