



Woodhall Farm Community Association

Datchet Close • Arkley Road • Woodhall Farm • Hemel Hempstead • Herts • HP2 7JX

01442 250 458 • office@woodhallfarm.org.uk • www.woodhallfarm.org.uk

Registered Charity No: 1047095

Welcome to Woodhall Farm Community Centre Regular Users Booking Application Form

Name of the group:					
The purpose/activity of the group:				Have insurance	
What kind of group is it?		Charity/Community:		Business:	Other

Name and address of the treasurer to whom the invoice should be sent:						
Title:	Name:					
Address:					Post code:	
Phone No.	Home:		Work:		Mobile:	
E-Mail:						

Name and address of the person usually in charge at the centre:						
Title:	Name:					
Address:					Post code:	
Phone No.	Home:		Work:		Mobile:	
E-Mail:						

What number may we use for people who enquire about the group, or none:	
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Day and time of booking:					
Booking dates:	From:		To:		
Which room to use:					

It would help us in setting up your room if you were able to specify your needs:							
Adult Tables:		Children's tables:		Adult chairs:		Children's chairs:	
OHP:		Flip chart:		Kettle:			
Anything else:							

Invoices will be sent on the 15th of the month for that month, to be paid by the last day of the month. A surcharge of £5 will be added to all invoices not paid on time. If payment is done with cheque please enclose cheque card number. Any cheque not honoured by the bank will be charged with a £10 fee on top of the bank charges. Cancellation needs to be done at least 3 days before, otherwise charged in full.

WFCA Centre Managers must be treated with respect, obeyed, and no abuse of any kind will be tolerated.

Please sign: **Date:**