

Woodmead Halls Lyme Regis
Hill Road, Lyme Regis, Dorset, DT7 3PG
Registered Charity Number 288969

Booking Form

No:

Booking Secretary: Mrs Michaela Ellis, Resthaven, View Road, Lyme Regis, Dorset, DT7 3AA

Organisation wishing to hire Hall:		
Name of Representative:		
Address and Tel No:		
Date of Event:		
Description of Event:		
Approximate numbers attending:		
Are Bar facilities required?	YES	NO
Are Kitchen facilities required?	YES	NO

Start up concessions on Hall hiring charges for new community organisations are available. Please apply to the Woodmead Halls Committee via the Bookings Secretary.

Period of Hire					
Large Hall	Morning	Yes	No	From:	To:
	Afternoon	Yes	No	From:	To:
	Evening	Yes	No	From:	To:
Small Hall	Morning	Yes	No	From:	To:
	Afternoon	Yes	No	From:	To:
	Evening	Yes	No	From:	To:

Facilities Required			
Keyboard	Yes/No	Overhead Projector	Yes/No
PA System	Yes/No	Projector Screen	Yes/No
Stage Lighting	Yes/No	Wi-Fi Access	Yes/No

We hereby confirm that we have read the conditions laid down by the Management Committee and agree to abide by them.

1 st Responsible Person		2nd Responsible Person	
Name		Name	
Address		Address	
Tel No		Tel No	
Signed		Signed	
Date		Date	