

## **THE WILSON WELLBEING SPACE**

### **VENUE HIRE APPLICATION FORM**

**(Draft v1 Jan 20)**

Please make sure you have read the Venue Hire Policy before completing this form.

#### **DETAILS OF THE PERSON COMPLETING THIS FORM**

1. Your name:
2. Your contact telephone number:
3. Your email address:
4. If applicable, name of your organisation/group:

#### **DETAILS OF THE WELLBEING SERVICE/ACTIVITY**

Please answer all the questions as fully as you can.

1. Please describe the service/activity that you want to use the venue for, including how it links to improving the wellbeing of the local community members:
2. Who is it for? (eg older people, people with a learning disability, young people etc)
3. How many people will attend?
4. Is it a regular session or a one-off:
5. If a regular session, how often does it take place? (eg weekly for 6 weeks, monthly etc)

#### **BOOKING REQUEST DETAILS**

Please note that the venue is currently bookable Monday – Friday between 9am and 7pm for a minimum 2-hour period. Booked periods include activity set-up and clear-away time. All users of the venue must have vacated the site by 7.30pm latest.

##### **Date/s:**

1. First choice/preferred date/s:
2. Second choice date/s:

##### **Time slot/s:**

1. First choice/preferred time slot/s (please refer to Venue Hire Policy):

2. Second choice time slot/s:

**GROUP/ORGANISATION INCOME:**

Does your organisation/group have an income of less than £10,000 per year?

**DECLARATION:**

I confirm that the details provided here accurate and reflect the nature of the service/activity to take place at the venue.

NAME:

SIGNATURE:

DATE:

Once completed, please **return this form to** [REDACTED] **(email:** [REDACTED] **).** We will get back to you as quickly as we can.

(final page. Draft v1Jan 20)