

Woodley Park Centre

The **smartest, newest** venue in town

Woodley Park Centre, Woodley Park Road, Ashurst,
Skelmersdale, Lancashire, WN8 6UQ
Telephone: 01695 555 559

Booking form

Booking and contact details

Activity

Is it open to the general public?

Contact 1st name:..... Address.....

Phone numbers daytime..... evening.....

Mobile..... Best time to phone

Contact 2nd name:..... Address.....

Phone: daytime..... evening.....

Mobile..... Best time to phone

Specialist teacher name..... Phone

Dates of bookings

Time in: Time out:

Number of participants Average..... Min Max

Age: Very young Teens Adults

Woodley Park Centre Set Up and Finances

Will you be using the kitchen? (free)

Would you like the stage put up? (£20)

What equipment will you need? (tables, chairs etc)

Will there be an admission charge for your event?

Do you require a security man? (£8 per hour)

Would you like our staff to help set up the hall for you putting out chairs and tables etc (£8 per man hour)?

Catering required? We have caterers or you can organise you own

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Would you like to use our white cotton table clothes? (£1 each for meetings, £2 each for dining)

Would you like to use our flip chart and paper (£5)

Would you like to use our projector and screen? (£30 per session)

Signed..... Print name

Position held..... Date

Emergencies

See notice at Woodley Park Centre entrance

Phone number for police 01695 724104

Phone number for ambulance 999

How will client contact police / ambulance assistance?

Location of First aid box : kitchen

FOR OFFICE USE

Costs agreed: Hall Hire

Item

Item.....

Item.....

Total £

Method of payment? (cheques to Woodley Park Centre)

Who pays who and when?

Security Arrangements: Opening

Locking up

Special Notes/ requests