



Room Hire Booking Form

Please complete the details below, sign the terms and conditions and post or email to the address below

Name of Hirer or Hiring organisation:		Is organisation a Charity or Not for Profit?
Name of responsible person (if organisation):		
Address:		
Telephone:		Email:
Event Date(s):	Which room(s) do you wish to hire:	Start and End Time of Event:
Time you wish to access the room for set up:	Duration of use including set up and dismantling:	Number of Attendees:
Room hire event/activity description:		
Please provide details of how you intend to set up the room:		
Do you have any specific access requirements? If so please provide details:		
Please provide details of any specific equipment or facilities you intend to use including the stage:		
I have read, understand and agree to abide by the Terms and Conditions of room hire.		
Signed by Hirer:..... Print Name of Hirer:.....		
Dated.....		

For completion by SGH Venue Management

Quoted Price:	Date:	Authorised By:
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SGH Venue Management

A charitable partnership between Bewdley Development Trust, Bewdley Festival and St George's Hall Trustees.
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