

WILTON ESTATE

APPLICATION FOR THE HIRE OF THE MICHAEL HERBERT HALL, SOUTH STREET, WILTON

I hereby apply for the use of the facilities at The Michael Herbert Hall, Wilton, as set out below:

Name of Organisation			
Contact Name			
Contact Address			
Telephone/Mobile			
Date of Function		Approximate Number Attending	
Time	From:	To:	

PLEASE NOTE: One hour will be added to the time of each function to cover preparation and clearing up

Type of Function						
Will the Function be:	Open to the Public?	YES/NO	Disco?	YES/NO	Band?	YES/NO
Facilities Required (please tick)	Kitchen		Bar		Committee Room	
	Crockery		Stage		Balcony	

LICENSED BAR: If an application is to be made for bar facilities, an Occasional Bar Licence must be applied for by your chosen bar operative and a copy of the licence should be forwarded to the Estate Office at least 14 days before your function

Outside Bar Name	
Address	
Telephone/Mobile	

I AGREE to abide by the Booking Terms and Conditions (a copy of which I have received) and to pay the charges notified and to accept full responsibility thereunder

Signed Date

How did you hear about the Hall?	
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**Please return this form to The Estate Office, Wilton, Salisbury, Wiltshire SP2 0BJ
DO NOT SEND ANY MONEY WITH THIS FORM**

Confirmation of your booking will be sent to you with details of the deposit and balance due