

Wilton Community Centre

West Street, Wilton, Salisbury, Wiltshire. SP2 0DG

Website: www.wiltoncommunitycentre.org.uk

Facebook: www.facebook.com/WiltonCommunityCentre

Wilton Community Centre is a Registered Charity Number 278026 and is managed by The Board of Trustees.

Wilton Community Centre Trustees: Chair: Charlotte Blackman; Vice Chair: Gary Nunn; Acting Treasurer: Gary Nunn; Service Manager: Earle Broadbent; Trustee: Ivan Seviour; Trustee: Christine Musselwhite; Trustee: Jane Fawcus; Trustee: Roger Best. Minutes Secretary: Ruth Harris; Booking Secretary: Dawn Humphries.

3 August 21

Dear Hirer

The Trustees are pleased that you wish to make use of the Wilton Community Centre for your event and thank you for your booking.

Your Booking Form / Invoice is attached and should be completed and returned to me. Please ensure you have enclosed your cheque or indicate if you have paid by BACS.

A copy of the Terms and Conditions of Hire is also attached – **Please read this carefully.** If you have any queries or concerns, I will be happy to help you.

Unless alternative arrangements have been made with me, keys should be collected from Wilton Post Office, which is in the CO-OP on North Street.

At the end of the event, **you** must be the last person to leave the room. It is your responsibility to check that all the windows are closed and secured and that lights, ceiling fans and water boilers are switched off. All tables and chairs must be returned to their original place **after you have wiped them down.** Any rubbish must be taken home with you; please do not use the Centre's bins.

If you are also the last person to leave the building, please ensure that you lock the door behind you.

Please put your keys back through the letter box at the Centre, which is under the big blue sign at the front of the building.

I hope that you and your friends enjoy using the Wilton Community Centre.

Yours faithfully

Dawn Humphries

Booking Secretary

01722 744859 or dawnlouise82@gmail.com