

Appendix 1 – “Paid for” Venues

Droitwich Spa & District u3a

Authorisation for Group “Paid for” Venues

For guidance, please see section 5.2 of the Group Leaders Handbook.

Group Name		
Venue		
Postcode		
Name of Venue Contact		
Email of Venue Contact		
When are Meetings Held?		
Cost of Room Hire per session		
Has the venue been informed that the booking is on behalf of Droitwich Spa and District u3a?	Yes	No
Hire Commencement Date		
Group Leader	Name	Signature
Contact Details	email	
Approved by Trustee	Name	Signature
Date		

Note: If the circumstances change, please resubmit this form to Committee for Approval.