

# TEVERSAL MANOR ROOM TRUST

The Manor Room, Buttery Lane Old Teversal Village

## BOOKING APPLICATION

Date of Event \_\_\_\_\_ Organisation (if relevant) \_\_\_\_\_

Name and Address of person making the application \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail address \_\_\_\_\_

No. of people expected at the event \_\_\_\_\_ Time requested \_\_\_\_\_

Details of event \_\_\_\_\_

\*After event cleaning required (£30): Yes/No

\*WiFi Use (£5 per 500 Mb): Yes/No

\*Use of part of neighbouring green required (subject to weather) (£20): Yes/No

Full Fee £ \_\_\_\_\_ see below (£10 per hour unless agreed concession rate as a Member of The Friends of Teversal or a multiple booking).

Deposit 10% of the full fee \_\_\_\_\_ Please note that the booking date is reserved if a deposit is paid and the booking form returned.

Additional returnable deposit: £100 unless waived.

Full payment (with the returnable deposit) is required at least 28 days before the event to confirm the booking, so any outstanding fees should be paid before this date. Otherwise, or within 28 days of event: full fee at time of booking.

Please make cheques payable to "Teversal Manor Room Trust" and return together with this form completed to "TMRT, Lime Tree Cottage, Teversal Village, Notts NG17 3JN"

Alternatively, pay by Bank Transfer: Sort code 05-05-75, account: TMRT: no.: 29442294

Unless requested a receipt will not be issued

I/We agree to abide by and conform to the conditions and regulations of hire (as published on our website: [www.teversal-manorroom.org](http://www.teversal-manorroom.org), including the summary) and enclose a remittance of £ \_\_\_\_\_ or I have paid by Bank Transfer the sum of £ \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*The use of multimedia, WiFi and the neighbouring green can be arranged by contacting Richard Goad at the

above address or ringing 0300 777 1151. For any catering needs contact Springwood House Catering on 01623 511539

The deposit of £100, which is in addition to the booking deposit, will be returned in full after the event if no subsequent cleaning or repairs to damage have to be carried out or there is no justifiable complaint in relation to noise and parking received (please see our conditions of hire).