

TEVERSAL MANOR ROOM TRUST
The Manor Room, Buttery Lane Old Teversal Village

BOOKING APPLICATION (with effect from 18th September 2018)

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** *Use of amplifier or overhead projector (£10 each per half day or evening): **Yes/No**

Full Fee £ _____ see below (£12 per hour unless agreed concession rate as a Member of The Friends of Teversal or a multiple booking). Full fee due on booking unless a deposit of 10% of the full fee is agreed. Please note that in this event the booking date is reserved until the full balance is due and paid and the booking form returned.

Additional returnable bond: £100 unless waived.

If a deposit only has been agreed and paid, the full balance (with the returnable bond) is required at least 28 days before the event to confirm the booking, so any outstanding fees should be paid before this date. If the booking is within 28 days of event: full fee always required at time of booking.

Please pay cash or 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 . Please still return the form to the address above when paying by bank transfer.

Unless requested a receipt will not be issued. If required, confirmation of payment will be emailed.

I/We agree to abide by and conform to the conditions and regulations of hire (as published on our website: www.teversal-manorroom.org, including the summary and including the removal of all rubbish, waste and bottles) and enclose a remittance of £ _____ or I have paid by Bank Transfer the sum of £ _____

Signature _____ Date _____

*Any questions regarding the use of cleaning, multimedia or the free WiFi should be addressed to Richard Goad at the above address or by ringing 0300 777 1151. For any catering needs contact Springwood House Catering on 01623 511539. The bond 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).