

## TEVERSAL MANOR ROOM TRUST

The Manor Room, Buttery Lane Old Teversal Village

BOOKING APPLICATION (with effect from 1<sup>st</sup> January 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 part of neighbouring green required (1st April to 30<sup>th</sup> September only and subject to suitable ground conditions) (£20): **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).

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, if booking within 28 days of event: full fee 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

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](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 \_\_\_\_\_

\*Any questions regarding the use of cleaning, multimedia, WiFi and the neighbouring green 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 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).