

**TEVERSAL MANOR ROOM TRUST**  
**The Manor Room, Buttery Lane, Old Teversal Village, NG17 3JN**

**BOOKING APPLICATION FORM**  
(with effect from 27<sup>th</sup> September 2023)

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 \_\_\_\_\_

Do you wish use of the amplifier and/or overhead projector (£10 per half day or evening): **Yes/No**

(Any queries please ring 0300 777 1151)

Do you wish to use seat covers? (£1 each, maximum of 25 covers): **Yes/No** Number of covers: \_\_\_\_\_

Is additional cleaning required after your event (£30): **Yes/No**

Full Fee £\_\_\_\_\_ see below (£12 per hour unless a concession rate or a multiple booking is agreed).

Full fee due on booking, with returnable bond, unless a deposit of 10% of the full fee is agreed. Please note that in this event the booking date is only reserved until the full balance is due and paid and the booking form returned not less than 28 days before the event.

If the booking is within 28 days of event the full fee always required at time of booking.

**Additional returnable bond: £100 payable at the time of booking unless waived by agreement.**

**Please add your bank account details to enable the returnable bond to be refunded:**

**Name:**

**Sort Code:**

**A/c no:**

(Deductions will be made for any damage repairs, additional cleaning needed or if a justifiable noise or parking complaint is received).

Please pay by cash, cheque, bank transfer or credit/debit card.

If paying by cash or cheque (payable to: "Teversal Manor Room Trust"), please post or deliver together with this form, duly completed, to - "TMRT, Lime Tree Cottage, Teversal Village, Notts NG17 3JN".

To pay by bank transfer please use the following:

Account name: **Teversal Manor Room Trust**, sort code **05-05-75**, account no. **29442294**.

To pay by card, please ring 0300 777 1151.

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

The completed form may be sent by email to [rgoad65@hotmail.co.uk](mailto:rgoad65@hotmail.co.uk) if payment has already been made as above. Unless requested, a receipt will not be issued. If requested, 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 **including the removal of all rubbish, waste and bottles**) and enclose a remittance of £\_\_\_\_\_

or I have paid by Bank Transfer or card, the sum of £\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_