

Radcliffe-on-Trent Parish Council

Grange Hall, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB

Tel: 0115 933 5808 Fax: 0115 933 3863 www.radcliffe-grangehall.co.uk Email: clerk@rotpc.com; yvonne@rotpc.com

GRANGE HALL BOOKING FORM

Organisation name (if applicable)			
Contact name and address Phone No. Email Address			
Invoice name/address (if different from above) Phone No.			
Activity / Function being held			
Number of people attending			For Office Use
Rooms and facilities required (Please circle requirements as these may incur additional charges)	Main Hall Stage Trent Room Reception Area Kitchen Use of bar PA System	Yes / No Yes / No Yes / No Yes / No Light Use / Full Use / No Use Yes/ No Yes/ No	
If the user wishes to run the bar, please nominate responsible person:	Grange Hall is a licenced building There is a fee of £22 if you wish to run a licenced bar yourself.	Yes / No	
NB: Table cloths are not provided: A deposit bond of £150 may be needed: Employment of a Hall Duty Officer may be required: Indoor fireworks, French chalk; smoke machines and bubble machines are prohibited. Users are responsible for First Aid provision for their event. Any portable electrical equipment brought into the Hall by users must have evidence of a current PAT certificate. Normal Hall opening hours: 08.00 am to 12.00 midnight daily			
Date(s)			
Times Minimum Booking: 2 hours	From:	To:	
For events with live music or discos, please nominate names of stewards	(Please note that any over-run is chargeable)		
Special requests/Table lay-out (please specify round/square tables)			

**Any change / cancellation relating to this Booking must be notified in writing to:
The Clerk to the Council, Grange Hall, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB**

Bookings not confirmed by payment of the deposit within 4 weeks of your receipt of this form will be cancelled. In the event of subsequent cancellation by the hirer, the deposit is non-refundable.

I confirm the above booking and agree to abide by the Terms and Conditions of Hiring.

Signature Date

FOR OFFICE USE

Diary Updated (✓) Invoice Raised No. Amount £

Deposit £ Bond required £ Deposit Received (✓)