



- Taking Radcliffe forward -

Radcliffe-on-Trent Parish Council

Grange Hall, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB
 Tel: 0115 933 5808 Fax: 0115 933 3863
 Email: clerk@rotpc.com
 www.rotpc.com www.radcliffe-grangehall.co.uk



GRANGE HALL BOOKING FORM (WEDDINGS)

Contact name and address			
Phone No. & E-mail Address			
Date of Wedding:			
Do you wish to use the Hall for a Civil Ceremony? £220 charge is reduced to £175 if the reception is also booked:			
Number of people attending the reception: (Max. 150)		Number of people attending in the evening: (Max. 200 in total)	
Rooms and facilities required (Please circle requirements as these may incur additional charges)		Main Hall	Yes / No
		Stage	Yes / No
		Trent Room	Yes / No
		Reception Area	Yes / No
		Kitchen	Light Use / Full Use / No Use
		Use of bar	Yes/ No
		PA System)	Yes/ No
If the user wishes to run the bar, please nominate responsible person:		There is a fee of £22 if you wish to run a licenced bar yourself.	Yes / No
Please note we need to have the name, address and telephone number of a contact person who will be responsible for arrangements on the evening:			
Please also advise the name, address and telephone number of the caterers:			
Times	From:	To:	
Will you require use of the Hall on the previous evening for set-up (£110 charge)?		Will you require use of the Hall on the following morning to clear up? There is no charge. If so, please advise time:	
For events with live music or discos, please nominate names of stewards			
Special requests			

**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 (✓)