

THE GRANGE BOOKING FORM

Organisation name (if applicable)		
Contact name and address		
Phone No. E mail address		
Invoice name/address (if different from above)		
Phone No.		
Activity/Function being held		
Number of people attending		
Rooms and facilities required (Please circle requirements)	Radcliffe Room Dowson Room Reception Area Kitchen	Yes / No Yes / No Yes / No Full use / Light use (tea & coffee) / No
Date(s)		
Times	From:	
	To:	
Special requests - layout of room etc		

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

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

Signature Date.....

FOR OFFICE USE

Diary Updated Invoice Raised No. Amount £