The Grange & Grange Hall Booking Form

REF - 01

Radcliffe on Trent Parish Council

Grange Hall, Vicarge Lane, Radcliffe on Trent, Nottingham, NG12 2FB

Tel: 0115 9335808 Email: bookings@rotpc.com Web: www.radcliffe-grangehall.co.uk

Times / Date(s) Required		
Day(s)	Month	Year
Time Required	From	To
Bar Times (if applicable)	From	To

Type of Activity or Function		
Number of People Attending		
Will any Licensable Activity Take Place	yes	no

Grange Hall

Requirements (Please Tick) √

Civil Ceremony ☐

Main Hall ☐

- Stage ☐
- Screen ☐

Trent Room ☐

- Partition Open ☐
- Screen ☐

Changing Rooms

- No. 1 ☐
- No. 2 ☐

Kitchen ☐

- Light Use ☐
- Full Use ☐

Bar ☐

- Duty Officer x1 ☐
- Duty Officer x2 ☐

Reception ☐

Equipment

- Lectern ☐
- Flipchart/s ☐
- Microphone & Stand ☐
- Projector ☐
- Sound System ☐
- Pot Washer x1 ☐
- Pot Washer x2 ☐

Catering

- Own ☐

The Grange

Requirements (Please Tick) √

Radcliffe Room ☐

TV Screen ☐

Reception ☐

Dowson Room ☐

Kitchen

- Light Use ☐
- Full Use ☐

Hirer Contact Details	Invoice Name & Address (if different)
Name:	Name:
Organisation:	Organisation:
Address:	Address:
Tel:	Tel:
Email :	Email :

The Hirer shall pay 20% of the cost of the booking to secure the date. The balance of the booking fee being payable four weeks prior to the event for which the premises are hired. Where applicable a bond up to £400 shall be required and will be refunded within 14 days of the period of hire provided that no damage, loss or complaint has occurred.

Total Booking Fee	Deposit	Balance Amount	Bond
£	£	£	£

Bank A/C Details for return of bond (if applicable)

Name of Bank	Account Name
Sort Code	Account No.

I confirm the above booking and agree to abide by the terms and conditions of hiring.

Hirers Signature: Print Name: Date:

Office Use Only:

Diary √ Inv No. Amount £ Deposit £ Bond £

Top & Pink Copy - Hall Manager / Yellow Copy - Customer