BOOKING FORM – Trebeck Hall

PLEASE COMPLETE THIS FORM AND RETURN AS CONFIRMATION OF BOOKING

HIRE DATE REQUESTED: Click or tap to enter a date. Click or tap to enter a date. Click or tap to enter a date. Click or tap to enter a date. Click or tap to enter a date. Click or tap to enter a date. Click or tap to enter a date. Click or tap to enter a date.

ROOM REQUIRED: Click or tap here to enter text.

NAME OF PERSON RESPONSIBLE FOR THE BOOKING: Click or tap here to enter text.

ADDRESS: Click or tap here to enter text.

TELEPHONE: Click or tap here to enter text.

EMAIL ADDRESS: Click or tap here to enter text.

GROUP/ORGANISATION: Click or tap here to enter text.

NATURE OF EVENT: Click or tap here to enter text.

TIME OF ARRIVAL (please include setting up time): Click or tap here to enter text.

TIME OF DEPARTURE (Building must be vacated by midnight): Click or tap here to enter text.

HIRE FEE: Click or tap here to enter text.

PLEASE NOTE THOSE WITH RESPONSIBILITY FOR CHILDREN’S GROUPS SHOULD ENSURE THAT ADULTS ARE DBS CHECKED. PLEASE REFER TO THE SAFEGUARDING PROVISION DECLARATION.

If you are a Company or Charity hiring our facilities, we will require a copy of a PAT certificate if you need to use our electricity supply. If you are bringing your own extension cable, please ensure that it has been PAT tested.

I need access to electricity (please read statement above before ticking: o

I do not need access to electricity: o

*I have read and agree to the booking conditions*

SIGNED: Click or tap here to enter text. DATE: Click or tap here to enter text.

To pay by BACS please send payment to:
NAT WEST, Newark (A) Branch, 1 Market Place, Newark, Notts. NG24 1DY

Sort Code 60-20-15    Account Number 97118907

To pay by cheque send cheque payable to “Southwell Cathedral Chapter” to address below.

PLEASE RETURN COMPLETED FORMS TO:

Alice Snowden/Matt Spillett, The Minster Centre, Church Street, Southwell, Notts, NG25 0HD

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For office use only:

Deposit received: [ ]  Invoice sent: [ ]

Payment received: [ ]  Full rate/discounted rate: Click or tap here to enter text.