

Trebeck Hall – Conditions of Booking 2024

MAIN HALL

£16.00 per hour
Seats 60 in rows
60 at tables

USE OF KITCHEN

£16.00 (one-off fee)

THE HEYWOOD ROOM

£9.00 per hour
Seats 16 round walls
20 in rows

Please note: The whole of Trebeck Hall is a non-smoking area. (The Conybeare Room is no longer available to hire).

KEYS These can be collected between 9am & 4pm from the Vergers' Vestry, in the Minster. You will be asked to sign for the keys. The Chubb key opens the double doors of the Hall which open on to the car park.

If the kitchen has been booked, crockery and cutlery can be found in the cupboards and drawers around the kitchen. PLEASE NOTE THERE IS NO LONGER A DISHWASHER. TEA TOWELS AND WASHING UP TOOLS ARE NOT SUPPLIED SO PLEASE BRING YOUR OWN.

A full time Caretaker is **not** employed. All hirers must allow time to set up before their meeting and to leave the room(s) clean and tidy afterwards.

BRUSHES ARE AVAILABLE FOR YOUR USE IF NECESSARY AT THE END OF YOUR BOOKING.

At the end of the hire period the person in whose name the booking is made is responsible for locking up the premises.

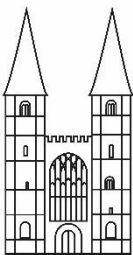
PLEASE NOTE THE CATHEDRAL RESERVE THE RIGHT TO USE THE PREMISES IF SO REQUIRED REGARDLESS OF ANY PRIOR BOOKINGS AGREED.

WE REQUIRE 14 DAYS NOTICE FOR CANCELLATIONS OTHERWISE YOU MAY BE CHARGED IN FULL FOR THE BOOKING.

BEFORE YOU LEAVE CHECK:

- All crockery is washed & returned to allotted cupboards
- The back door is bolted on the inside
- The water heater and cooker are turned off and the urn emptied
- All lights are switched off (in particular check the toilet lights)
- All windows are closed
- Tables & chairs are clean and folded/stacked around the room
- DO NOT STACK NEAR RADIATORS, in case of fire
- When you are satisfied, lock door and post the keys through the Minster Office letter box along the side of the hall from the main doors – it is clearly marked.

ALL BOOKINGS WILL END BY 11PM



**Southwell
Minster**

The Minster Office, Minster Centre, Church Street, Southwell, Nottinghamshire NG25 0HD

Tel: +44 (0) 1636 812649

Registered Charity No. x12647

Email: office@southwellminster.org.uk

VAT Registration No. 262 2773 04