

# Booking Form - Venue



Please use this form to start the booking process:

Name of Organisation: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact telephone/e-mail: \_\_\_\_\_

## Booking the venue

We would like to book the Tea Room\*/Foreman's Office\* for an event  
{\*Delete as appropriate}

Purpose of booking: \_\_\_\_\_

Date: \_\_\_\_\_

From time: \_\_\_\_\_ To time: \_\_\_\_\_

## Charges - 2015:

Foreman's Office – seats up to 30 - £10 per hour

Tea Room – seats up to 20 - £10 per hour

{You will be billed in half hour increments. Hire cost excludes space heating}

## Extras

We would also like to hire the following additional services

Digital projector + pull-up screen @ £25

Large screen monitor @ £15 (Foreman's Office only)

Space heating @ £1 per hour extra  hrs

Other requirements – please enquire

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Please send your form to [bookings@combemill.org](mailto:bookings@combemill.org) or leave a message on 01993 358694.

You will need to pay a deposit and sign our formal Hire Agreement Form to complete your booking.

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