

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 - 2017:

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

Please send your form to 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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