

# BOOKING FORM – Trebeck Hall

PLEASE COMPLETE THIS FORM AND RETURN AS CONFIRMATION OF BOOKING

HIRE DATE REQUESTED:

ROOM REQUIRED:

NAME OF PERSON RESPONSIBLE FOR THE BOOKING:

ADDRESS:

TELEPHONE:

EMAIL ADDRESS:

GROUP/ORGANISATION:

NATURE OF EVENT:

TIME OF ARRIVAL (please include setting up time):

TIME OF DEPARTURE (Building must be vacated by midnight):

HIRE FEE: £18.00 per hour

USE OF KITCHEN: £18.00      **YES**                      **NO**

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):

I do not need access to electricity:

*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:

Southwell Cathedral Chapter

NAT WEST, Newark (A) Branch, 1 Market Place, Newark, Notts. NG24 1DY

Sort Code 60-20-15    Account Number 97118907    Account Name SWL CATH CHAPTER1

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

For office use only:

Deposit received:                       Invoice sent:

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

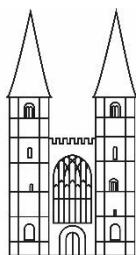
The Minster Office, Minster Centre, Church Street, Southwell, Nottinghamshire NG25 0HD

Tel: +44 (0) 1636 812649

Email: [office@southwellminster.org.uk](mailto:office@southwellminster.org.uk)

Registered Charity No. 1207138

VAT Registration No. 262 2773 04



**Southwell  
Minster**