

Bedern Hall Booking Form

To: Bedern Hall Co. Ltd, C/O 29 Albemarle Road, York. YO23 1EW

We must receive this form and a deposit to be able to confirm your booking.

You and your Organisation

Name:
Organisation:
Address:
Telephone:
Email:

Precise description of your event:

Your Event

Date of your event:
Time of event: from To
Numbers attending:
Room Layout required:

Is catering required:
Do you wish to hire AV equipment? (Please list)
Other requirements:

Room Hire Charges

<i>Room</i>	<i>Required?</i>	<i>Cost</i>	<i>Notes</i>
Main Hall		£	
Committee Room		£	
	TOTAL COST	£	
	DEPOSIT 25%	£	
	BALANCE DUE	£	

*Payable to Bedern Hall Co. Ltd
Due within 14 days after your event*

DECLARATION: I confirm that I have read and understood the Booking and Catering Conditions detailed and agree to abide by them.

SIGNED:

DATE: