

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 - 2019:

Foreman's Office – seats up to 30 - £15 per hour

Tea Room – seats up to 20 - £15 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

Use of picnic area (including fire-pit) @ £15

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 post to Bookings Manager, Combe Mill, Blenheim Palace Sawmills, Combe, Oxfordshire, OX29 8ET.

You will need to pay a £50 deposit (separate cheque payable to **Combe Mill Society**) and sign our formal Hire Agreement Form to complete your booking. The deposit will be returned uncashed provided no damages or breakages occur.