

Bratton Clovelly School Room ~ EQUIPMENT BOOKING FORM

Please use this form if you would only like to hire equipment and not the School Room. Please use the standard booking form if you wish to book the School Room. Contact us by phone or email if you have any questions. Schoolroombrattonclovelly@gmail.com or 01837 871625

1) The hirer	Title: Name: Organisation (if applicable): Address: Telephone number: Email:
2) Purpose of use	
3) Date and time of event	Date: From (time): To (time): Total number of hours: What time do you require access to the School Room to collect the equipment and return?
4) Tables	We have 5 large tables and 5 smaller tables – please state your requirements
5) Chairs	We have 20 fabric chairs. Please state your requirements – These chairs are not suitable for outdoor events where they may get wet
7) Crockery	We have 30 large mugs available and varied utensils. Please state your requirements
8) Marquees	We have 3 marquees available – Please state your requirements.
9) Public events	Do you wish your event to be promoted on the notice boards/website
10) Additional information	Please use this space to provide any additional information that you think may be useful.

Please complete and return this form by email to schoolroombrattonclovelly@gmail.com or print and return by post to: Angela Braidwood, Willowdene, Bratton Clovelly, EX20 4LB

Payment details ~ To confirm your booking a deposit may be payable dependent on the equipment required. Our prices may be subject to a small annual increase; to guarantee your price for an event taking place in a future year full payment is required at the time of booking.

PAYMENT ~ Payment will be due on receipt of the Confirmation of Booking and invoice.

☐ I understand that Bratton Clovelly accept no liability for my use of the equipment other than that their own public liability responsibilities.

☐ I agree to be present during the period of hire, and agree the items booked will be returned in the same condition as when received or replaced like for like.

SIGNED:

Date: