

Booking form for Parcevall Hall

Please complete this form, sign and return it together with the relevant deposit. If you wish to book for additional events, please photocopy this form or ring the Hall to be emailed extra copies.

Please note that bookings are accepted on a first-come, first-served basis and cannot be confirmed until we have received a signed booking form and deposit.

Guest name(s):		
Full postal address:		
Landline number:		
Mobile number:		
E-mail address:		
Event:		
Event dates:	*From:	*To:
Dietary requirements:	<p>Please be aware that in our kitchen we use nuts, dairy, wheat, gluten, soya and eggs, so we cannot guarantee they won't find their way into our home-cooked food. Please ring if you have any concerns.</p>	
Facilities required:		
Price per person:	£	
Deposit (non-refundable):	<p>£30 per person (deposit cheques will be securely destroyed if places requested are unavailable)</p> <p>Deposit receipts are sent only on request. Do you require one? Y / N</p>	

Cancellation policy:

Programmed events and individual bookings:

Within 4 weeks of arrival: 50% of full price
 Within 2 weeks of arrival: 75% of full price
 Within 1 week of arrival: Full payment

Group Bookings:

Within 6 weeks of arrival: 50% of full price
 Within 3 weeks of arrival: 75% of full price
 Within 2 weeks of arrival: Full payment

Signed: _____ Date: _____

Please note that the Hall has uneven floors and spiral staircases, so we recommend suitable footwear. We look forward to seeing you. If you have any queries please do let us know.

Please note: If you intend to arrive earlier or depart later than the given time, please contact the Hall in advance.

Cheques payable to Parcevall Hall

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