

## Booking form for Parcevall Hall

Please complete this form, sign and return it together with the relevant deposit, after contacting the office to check availability. If you wish to book for additional events, please photocopy this form, download from our website, or ring the Hall to be emailed extra copies.

Please note that bookings are not deemed complete until we have received a signed booking form and deposit. Spaces are allocated on a first-come, first-served basis.

*We regret we're no longer able to allow any device **which has not been PAT tested** to be recharged in the bedrooms. Please ask a member of staff to arrange recharging, if required.*

Guest name(s):		
Full postal address:		
Landline number:		
Mobile number:		
E-mail address:		
Event:		
Event dates:	*From:	*To:
Dietary requirements:	<p><b>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.</b></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**

*The Hall has uneven floors and spiral staircases, so we recommend suitable footwear.*

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

We look forward to seeing you. If you have any queries please do not hesitate to contact us.

**Cheques payable to Parcevall Hall**

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