**CADOGAN HOUSE HALL – VENUE HIRE BOOKING REQUEST FORM**

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| **HIRER CONTACT DETAILS** | | |
| Name: |  | |
| Postal Address:  (for invoicing) |  | |
| Telephone: |  | |
| Email: |  | |
| **EVENT DETAILS** | | |
| **Date of function** | | **Type of function** |
|  | |  |
| **Arrival time (set up)** | | **Departure (lock up time)** |
|  | |  |
| **Event start time** | | **Event finish time** |
|  | |  |
| **Number of guests** | | **Access to kitchenette required?** |
|  | |  |

**Hire Guidelines**

* Hire is restricted to the Hall only: there is no access to other areas of the School, including the playground outside Cadogan House
* Smoking on the School grounds is strictly forbidden
* Regrettably, due to fire detection systems, helium balloons are not permitted inside the Hall
* Please be aware that the piano is not available for use without prior agreement
* Please do not remove school posters or art work
* There is regrettably no access to the stage area
* Any food or drink items found within the kitchen cupboards are for the Schools use only
* All rubbish/personal effects must be removed from the Hall upon departure
* All rubbish/recycling must be placed in the bin provided in the car park
* All tables (to be wiped) and chairs to be returned to their respective store cupboards

I confirm that I have read and agree to the above guidelines

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Further Information**

You will find trestle tables stored in a cupboard immediately to your left as you enter the hall through the front double doors. Chairs are stored in the furniture store on your left within the Hall itself.

There are ladies, gents and disabled toilets as you enter through, with further ladies toilets within the Hall.