



THE MILL HOUSE

EVENTS VENUE

BOOKING REQUEST FORM

Your name	
Company/organisation name (if applicable)	
Address for correspondence including postcode	
Telephone number	
Email address	

Booking start date			
For multiple bookings please detail the specific dates you wish.			
Times:	From:		To:
Please note: <i>Opening hours are from 11am to 1am unless agreed by prior arrangement</i>			

Please tell us the type of event(s) you are planning	
How many people are invited/expected to attend? <i>NB: See terms and conditions for maximum room capacity and minimum spend</i>	

<p>Will children be attending (i.e. under 16 years of age)?</p> <p>If so, how they will be supervised?</p>					
<p>Will you be providing food/refreshments? <i>If yes, please give details of what you are providing and if you are using an outside caterer.</i></p> <p><i>If you wish to enquire about our inhouse catering, please provide an email address.</i></p>	Yes		No		Details:

<p>If you have any other specific requirements or information you wish to add, please use this space:</p>	
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Thank you for your booking request. Please sign and date this form to confirm that the details given above are accurate. By signing and submitting this form you are also confirming that you have read the Terms and Conditions for room hire at The Mill House Venue and agree to abide by them.

Signed _____ **Date** _____

Please return your form to events@themillhousevenue.com.

We will acknowledge receipt of your form along with details of the cost of your booking(s) and an invoice. Payment must be received within 7 days otherwise your booking is at risk.

Single event and short-term bookings, including private events such as parties, are subject to our availability to open and close the venue for you. We will make sure we have arrangements in place before confirming your booking.

If you have any questions about your booking or room hire at The Mill House Venue, please contact us at events@themillhousevenue.com