



## RAUNDS TOWN COUNCIL

# SAXON HALL

The Hall, Thorpe Street, Raunds, Northants NN9 6LT  
Telephone: - (01933) 839444 E-mail:- saxonhall@raunds-tc.gov.uk

### BOOKING FORM

<b>Organisation/Group/Company:</b>	
Contact Name:	
Address:	Contact Tel No:
	Email:
Post Code:	
<b>Date(s) required for booking:</b> (Please use attached sheet for block bookings)	
<b>Times of booking:</b> (Please allow for setting up and clearing away)	
Start:	Finish:
AM/PM	AM/PM
<b>Accommodation Required:</b> (Please refer to plan enclosed)	
Hall 1 & Terrace <input type="checkbox"/> Hall 2 <input type="checkbox"/> Hall 3 <input type="checkbox"/> Blue Room <input type="checkbox"/> Green Room <input type="checkbox"/>	
<b>Do you require partitions to be removed between:</b>	
Hall 1 – 2 <input type="checkbox"/> Hall 2 – 3 <input type="checkbox"/> Hall 1 – 2 – 3 <input type="checkbox"/>	
<b>Do you require use of any of the following:</b>	
Community Kitchen <input type="checkbox"/> Commercial Kitchen <input type="checkbox"/> Coffee Bar <input type="checkbox"/> Bar Units <input type="checkbox"/>	
Wireless Broadband <input type="checkbox"/> Audio Visual Equipment <input type="checkbox"/> Staff Cleaning <input type="checkbox"/>	
(Please sign policy agreement) (Please sign policy agreement) (Charges apply – see page 3)	
<b>Please tick relevant category of hire: (Please refer to page 6)</b>	
Commercial <input type="checkbox"/> Community <input type="checkbox"/> Charity <input type="checkbox"/> Charity Number: .....	
Under 13's party <input type="checkbox"/> Private Function / Party <input type="checkbox"/> Wedding Reception* <input type="checkbox"/>	
<b>*For a Wedding Reception, please remember to arrange a meeting with the office to discuss your requirements at the time of booking.</b>	
<b>Please tick if any of the following will be involved:</b>	
Bouncy Castle <input type="checkbox"/> Music <input type="checkbox"/> Dancing <input type="checkbox"/>	
<b>Please advise if at your event you are to:</b>	
Sell Alcohol (Please refer to page 9) <input type="checkbox"/>	Provide Alcohol Free of Charge <input type="checkbox"/>
<b>Approximate number of people attending:</b>	
<b>Number of Chairs required:</b>	<b>Number of Tables required:</b>
Please be reminded that payment is required at time of booking.	
<b>Where did you hear about the hiring of the Saxon Hall?</b>	
<b>On signing this booking form you have read and understood the terms and conditions and you are the person responsible for the hiring of Saxon Hall.</b>	
<b>Signed</b>	<b>Print Name</b>
<b>Date</b>	
For office Use Only: Actioned By: ..... Date: .....	
Diarised: <input type="checkbox"/> Confirmed: <input type="checkbox"/> Invoiced: <input type="checkbox"/> Deposit: <input type="checkbox"/> Paid: <input type="checkbox"/>	

**Additional Information:**

**Details of who is responsible to invoice, if different from above:**

Contact Name:

Address:

Contact Tel No:

Post Code:

Email:

**Other Additional Dates / Information:**

For office Use Only: Actioned By: ..... Date: .....

Diarised:  Confirmed:  Invoiced:  Deposit:  Paid: