

TEVERSAL MANOR ROOM TRUST

NOTES REGARDING ALL ROOM BOOKINGS

The full terms and condition of hire of the Manor Room may be found on the Manor Room Web Site or supplied on request. The main points relating to all bookings are set out below: -

1. A completed application form must be returned as indicated on the booking form to secure any booking.
 2. A provisional booking will be held for a maximum of two weeks without payment. Full Payment for the hire of the Room at the time of booking is preferred, otherwise with the permission of management a 10% deposit will secure the Room until the full balance becomes due and is paid. The balance is due no later than 4 weeks prior to the event, unless the booking is within four weeks of the event, in which case the full payment must be paid at the time of booking.
 3. An additional deposit of £100 must be paid on booking, unless this is waived, which will be returned unless any damage or loss is incurred, including damage to the floor, in which case the cost of reinstatement will be taken from this deposit or the deposit used to offset the cost.
 4. Part or all the deposit will also be forfeited if damage is sustained to the Manor Green, including trespass beyond the designated area, vehicular parking is such that resident/s driveways are blocked such that a complaint is received or noise at the event is at a level such that residents have just cause to complain. Please leave the Manor Room and the Village quietly and courteously at the end of the hire period.
 5. Nothing must be attached or pinned to the walls.
 6. All bottles and waste that cannot be deposited in the outside bins should be removed by the hirer and taken home as there is no collection of such items at The Manor Room. **Nothing should be left alongside the bins.**
 7. Even if the hirer has paid for after event cleaning, the Room must be left in the tidy state in which it is found, with all chairs and tables duly stacked away and all personal belongings removed.
 8. No chairs and tables are to be taken out onto the Green without the specific permission of the Room Management.
 9. The Green may only be used if the owner gives permission, the appropriate sum is duly paid and the ground is deemed to be fit for use. At present all use of the Green is suspended until further notice.
10. Entry to The Room prior to the booked time for preparation may be permitted at the sole discretion of the Room Management and subject to there being no clash of use at that time.

All users of The Manor Room who respect the furniture and decor and use the Room sensibly and considerately are welcome to enjoy this exceptional facility.

Chairman
Teversal Manor Room Trust.