

# RISE

## BOOKING FORM

### BUSINESS MEETING ROOM HIRE FOR THE SUN ROOM & THE OLD SCHOOL ROOM

Please complete and email back to [info@risefrome.com](mailto:info@risefrome.com)

#### ABOUT YOU

Main contact name

Business name

Address

Phone number

Email address

Website URL / Facebook page

#### ABOUT THE BOOKING

Please indicate the room you require. For more information about the specifications of each room, visit our website [risefrome.com](http://risefrome.com)

The Sun Room

The Old School Room

#### NUMBER OF DELEGATES / ATTENDEES

Including hosts, organisers and any additional staff, how many people will be at your meeting?

Will there be live music at your event?

Will you have amplified music playing at your event?

If yes to either of the above questions have you read the section in our Terms and Conditions regarding music?

Yes

Yes

Yes

No

No

No

#### DATE & TIME

Date of booking (DD/MM/YYYY)

Time of booking (24hr clock – HH:MM to HH:MM)

to

#### PARKING

Do you require a car space? There is a **single reserved space** for **Hirers** or **Class Leaders** only. Please refer to our website for further parking information.

Yes

No

#### DELIVERIES

Do you require deliveries for the event? Arrangements will need to be discussed directly with the Manager.

Yes

No

CONTINUED OVER...

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## OPTIONAL EXTRAS

Please note: these are charged in addition to the cost of venue hire.

Number of chairs required	Catering from Rye Bakery?		Water jug and glasses?		Number of glasses required:
Number of tables required	Yes	No	Yes	No	

## PLEASE NOTE

- Once booking form is received, we will issue you an invoice of either 50% of the total hire cost in advance of booking or an invoice for the total amount in full if booking is made less than one month in advance.
- Please see the Cancellation Policy in our Terms and Conditions
- A Venue Protection Bond deposit of £50 will be required upon booking. This will be returned within 2 weeks of the event. If the terms of the booking contract are breached, we retain the right to deduct from this deposit to cover costs of any damages or expenses incurred.
- The premises must be completely emptied by 10pm. To allow for the premises to be cleared by the curfew time, we ask that all music finishes no later than 9.30pm.
- There are no kitchen facilities in The Old School Room. You are permitted to bring your own food and drink into The Old School by prior arrangement and following a discussion with the Manager.

**SIGNED  
BY HIRER**

**SIGNED BY  
MANAGER**

# RISE

WHITTOX LANE, FROME, BA11 3BY | 07712523734  
[info@risefrome.com](mailto:info@risefrome.com) | [risefrome.com](http://risefrome.com)

**FOR OFFICE  
USE ONLY**

Terms and Conditions signed  
by Hirer / Event organiser

Emergency Evacuation  
induction with Manager

Evidence of Charity or Not  
for Profit status (if applicable)

Deposit / or first  
month's invoice paid