

RISE

BOOKING FORM

EVENTS IN THE SUN ROOM & THE OLD SCHOOL ROOM

Please complete and email back to info@risefrome.com

ABOUT YOU

Main contact name

Business name

Address

Phone number

Email address

Website URL / Facebook page

ABOUT THE EVENT

Tell us about the class (e.g. Who is it aimed at? What are the benefits?)

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

ABOUT THE BOOKING

Please indicate the room you require. For more information about the specifications of each room, visit our website risefrome.com

The Sun Room

The Old School Room

Is your event ticketed?

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

Yes

No

No

No

No

This event is private **OR**

This event is open to the public

We would like it to appear on the RISE Calendar

CONTINUED OVER...

RISE EVENTS IN THE SUN ROOM & THE OLD SCHOOL ROOM

Please complete and email back to info@risefrome.com

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

OPTIONAL EXTRAS

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

Number of chairs required

Catering from Rye Bakery?

Support in marketing and promoting your event?

Support in designing promotional materials for your event?

Number of tables required

Yes

No

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.
- A percentage of final ticket sales may be required from venue
- 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.
- To allow for the premises to be cleared by this curfew time, we ask that all music finishes no later than 9.30pm. The premises must be completely emptied by 10pm
- 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 | 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