MOULTON COLLEGE BOOKING DETAILS FORM

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| **Date of Function** |  |
| **Nature of meeting / course** |  |
| **Contact Name** |  |
| **Postal Address** |  |
| **Telephone Numbers** |  |
| **Email Address** |  |
| **Timings of function / event** |  |
| **Access required for organisers from** |  |
| **Room required** |  |
| **Number attending** |  |
| **Room layout** |  |
| **Bar** | Guests who wish to purchase alcohol and look under 21 will need to provide one of the following:  A photo driving licence  A passport  A proof of age scheme card that carries the PASS hologram  Staff have the right to refuse service to anybody who appears to be under the influence of excess drink or drugs  Anybody caught buying alcohol for under 18’s will result in both parties being removed from event  PLEASE NOTE THIS IS A BOTTLE BAR |
| **Equipment required** |  |
| **Catering required** | Moulton College do not accept any responsibility for food provided by the organisers and are unable to provide refrigeration, kitchen space or equipment to reheat or hold food warm. You are strongly advised to ensure high risk food stuffs are not left at ambient temperature for longer than four hours including preparation and transportation time.  Any food not consumed needs to be disposed of by the client event organiser. |
| **Entertainment** |  |
| **Room hire:** | Room hire £100 (non-refundable in the event of cancellation)  Deposit required £100 (refundable to client on inspection of room and facilities and pending any extra cleaning of carpets, walls or furnishings,) by MC manager |
| **Special Conditions** | No decorations to be secured to fabric of the building with tape, blue tac etc.  No candles other than ones on a cake  Smoking only permitted in designated area  Any damage will be invoiced  Payment required in advance  All rubbish and decorations to be deposed of by event organiser  No decorations to be secured to fabric of the building with tape, blue tac etc.  No candles other than ones on a cake  Smoking only permitted in designated area  Any damage will be invoiced  Payment required in advance  All rubbish and decorations to be deposed of by event organiser |
| **Directions** | **For SAT NAV users:**  **Moulton Centre, Gate 1 is NN3 7SY**  <http://thevenue.moulton.ac.uk/resources/TheVenue/General/Additional%20Facilities/Finding-your-way-around-Moulton-College-2017.pdf> |
| **HOTEL SERVICES USE**  **Booking status**  **Payment type/date**  **Rooms booked through college - date**  **Catering booked- date**  **Linen ordered- date**  **Additional cleaning booked – date**  **Deposit refunded- date**  **Reason why deposit not**  **Refunded**  **Copy of contract sent , signed, returned** |  |
| **Terms and Conditions** | **For any reason you need to cancel your booking please advise Hotel Services as soon as possible and confirm by email during office hours which are Monday to Friday 8am – 5pm. Cancellation charges are as follows;**  **CATERING**  **48 hours or more – No Charge**  **24 – 48 hours – 50% charge**  **Less than 24 hours – 100% charge**  **CLASS ROOM HIRE**  **Less than 28 days- 100% charge**  **ACCOMMODATION**  **All accommodation is non-refundable** |

**Date Booked:**

**Booked by:**