

# RCCE Venue Booking Form

A quality venue for your event



## Booking Details

Thank you for choosing our venue. Please complete all sections of this booking form and return to RCCE with a **50% room hire** deposit to secure your booking.

Bookings are accepted on the basis that the attached Terms and Conditions of Hire are accepted by the event organiser as named on the booking form, who represents the client organisation and who has the authority to enter into a legally binding contract on behalf of the client.

Provisional bookings must be confirmed within one month by returning completed booking forms to RCCE together with 50% deposit. Invoice for deposit will be issued upon request.

Cancellations must be notified in writing and the following fees will apply:  
Between 2 and 4 weeks of the event date, 50% of the fee will be payable;  
between 1 and 2 weeks 75% due, and less than 1 week 100% will be payable.

Delegate numbers need to be confirmed 7 days in advance of event date.

Purchase order number (if applicable)

Title of Event

Organiser

Address for invoice

Contact (on the day)

Mob

Telephone

Fax

Email

Date of Event

No. of attendees

Room required: Conference

Break-out

Organiser arrival time

Start time:

Finish time:

Please invoice me for £

I enclose cheque for £

I have read and agree to abide by the rules set out in the Terms and Conditions of Hire and understand that signing this form constitutes a contract with Rural Community Council of Essex.

Signature

Date / /

Name in capitals

Please return with cheque (payable to Rural Community Council of Essex) for 50% deposit to: **RCCE, Threshelfords Business Park, Inworth Road, Feering, Essex CO5 9SE**

Fax: 01376 573524 Tel: 0844 4773938 or 01376 574330

Email: enquiries@essexrcc.org.uk

Reg. Charity No. 1097009 Reg. Company No. 4609624

RCCE may send you details of relevant events and training; if you **do not** wish to receive this information please tick the box

For data protection, contact details are held on our database and will not be passed on to a third party without your permission.

