

Please address all communications to
The Lord Mayor's Secretary
The Mansion House
Clifton Down
BRISTOL BS8 3LJ

Tel: 0117 903 1456
Fax: 0117 903 1454
e-mail: andrea.pitchford@bristol.gov.uk



ROOM HIRE CHARGES

OFFICE USE ONLY

LUNCHEON	
DINNER	
WEDDING RECEP	
CONFERENCE	
EXTRAS	

BOOKING	
DIARY	
ACKNOW	
INVOICES	
CATERING	
WINE	

The Mansion House

APPLICATION FOR HIRE OF FACILITIES

Name of organisation

Name and Address of Applicant

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Telephone numbers : Home Business

e-mail

Date of event

Time(s) required for hire (including setting up or preparation time (late night finish 11.00 pm maximum))

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Rooms for hire include the Drawing Room, Dining Room, Conservatory, Guild of Guardians suite (three rooms), two Gardens (one with Gazebo).

Purpose (e.g. luncheon, dinner, wedding reception, conference, lecture)

Maximum numbers of persons attending

Special requirements inside the Mansion House or within the grounds (e.g. additional electrical points, special lighting, additional equipment)

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I enclose the room hire which also acts as a deposit of £ and undertake to pay the balance of this charge and any catering charges in the manner described in the attached conditions and regulations. I also agree that should I cancel the event, the deposit will not be refunded, except in the particular circumstances specified in the attached conditions and regulations. I personally agree that when written notification of acceptance has been sent to me, this application and such acceptance, together with said Conditions and Regulations of Hiring, shall constitute the contract of hiring between the Council and myself. I am over 18 years of age.

NOTES: this form must be signed by the person named above. Cheques should be payable to "Bristol City Council".

Signature Date