

The Miller's House – Booking Form

Please note that rooms are available for hire
09.00am – 17.00pm Monday – Friday only
Rates for weekend or evening hire are available upon request



Date of event

Name of organisation

Address:

Purpose of Hire:

Name of contact:

No of attendees:

Telephone:

Arrival time:

Fax:

Lunch service:

E-mail:

Departure time:

Room required (please tick the boxes)

Ground floor reception - £300
(evening hire only)

2nd Floor boardroom - £180
(board room style up to 25)

3rd floor boardroom - £120
(board room style up to 14)

Room set up (please tick the box)

Boardroom Style Theatre Style

“U” shaped with tables Circular chairs only

Other
Please specify

If your delegates would like a short tour of the House Mill during a break (subject to guide availability) please indicate here. There is a charge of £1.00/head towards this.

No.for tour Preferred time:

Payment:

Prices are subject to VAT at the current rate, and a VAT invoice will be issued for payment of the full fees, including refreshments, within one month of the date of the hire, for payment by cheque or BACS

A-V required (please tick the boxes)

Flip chart and pens £5 charge

Data Projector and Screen £20 charge
Please note that hirers need to bring their own laptop computer for use with the data projector provided. Hirers may also provide their own projector, if preferred, at own risk

Catering (please tick the box)

Tea/Coffee/Water/Juice/Biscuits
(Self-service £2.50 per person/half day)

Finger Buffet
(From £10.00 per person, served in room)

Fork Buffet
(From £12.00 per person, served in room)

Special dietary requirements

Signature:

Once completed please return either to:
info@housemill.co.uk, or fax to 020 8980 0725.
Thank you