



RIVERSIDE VINEYARD CONFERENCE & ROOM HIRE ENQUIRY

PLEASE COMPLETE IN BLOCK CAPITALS AND TICK AS APPROPRIATE

1 CONTACT DETAILS

FULL NAME:

TODAYS DATE:

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NAME OF ORGANISATION:

TYPE OF ORGANISATION

COMMUNITY CHARITY PRIVATE COMMERCIAL OTHER: _____

ADDRESS:

POSTCODE:

CONTACT NUMBER:

EMAIL:

2 EVENT DETAILS

NAME OF EVENT:

EVENT
START DATE:

EVENT
END DATE:

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One-off or repeat booking?:

ONE-OFF EVENT REPEAT EVENT/BOOKING

DAY(S) Please tick all that apply to your event:

MON TUES WEDS THUR FRI SAT SUN

PURPOSE OF EVENT:

What does your event aim to achieve (business raising funds for charity, within our charitable aims, etc.)?

SET-UP TIME:

EVENT START TIME:

EVENT FINISH TIME:

SET-DOWN TIME:

NUMBER OF PEOPLE ATTENDING:

ROOM LAYOUT (Please see below for details):



THEATRE
rows of chairs



CABARET
small tables with chairs



CLASSROOM
rectangular tables



BOARD ROOM
meeting

STANDING
no tables or chairs

OTHER
(please supply a plan)

3 EQUIPMENT & TECHNOLOGY

EQUIPMENT FOR EVENT:

 TABLES (other than for the layout previously indicated)

 LAPTOP/COMPUTER

 TV/PROJECTOR

 AUDIO

 MUSIC EQUIPMENT (Drums, Keyboard, Mics etc.)

OTHER/DETAILS: _____

4 CATERING/REFRESHMENTS

DO YOU NEED ANY CATERING OR REFRESHMENTS TO BE SUPPLIED BY RIVERSIDE?

 YES

 NO

THERE WILL BE A COST ASSOCIATED WITH THIS PROVISION

 TEA/COFFEE

 BISCUITS

 CAKE

 WATER

 JUICE

 LUNCH

OTHER: _____

IF YOU HAVE SPECIAL DIETARY REQUIREMENTS, PLEASE DISCUSS THIS AS EARLY AS POSSIBLE (ADDITIONAL CHARGES MAY APPLY):

 VEGETARIAN

 VEGAN

 GLUTEN FREE

 DAIRY FREE

 HALAL

 KOSHER

OTHER: _____

5 KITCHEN/BAR/CAFÉ

DO YOU REQUIRE THE USE OF THE KITCHEN?

Use of our kitchen, requires a trained person for cooking and/or a designated person **from your team** to be trained for basic use of the kitchen to comply with our Food Safety policy. Additional charge applies.

 YES

 NO

IF YES...

 LIGHT USE - Refreshments preparation

 MEDIUM USE - Cold food preparation

 HEAVY USE - Use of oven & dishwasher etc.

DO YOU REQUIRE THE CAFE/BAR TO BE OPEN?

We charge a fee to open the cafe/bar at times it isn't normally open.

THE CAFÉ

YES NO

THE BAR

YES NO

DO YOU REQUIRE THE BAR TO BE OPEN FOR THE SALE OF ALCOHOL?

Our bar can sell soft drinks only or alcohol & soft drinks.

YES NO

6 PARKING**DO YOU REQUIRE THE USE OF THE CAR PARK?**

We have limited car park spaces available. If your event will require a large number of car park spaces, please let us know and we can advise on additional car park space in the Feltham area

YES NO

7 SAFEGUARDING**WILL THERE BE UNDER 18'S AT THE EVENT? (If yes, please provide a safeguarding policy)**

YES NO MAYBE

Please email this completed form to conferencing@riversidevineyard.com

We will then contact you regarding availability and requirements for your booking and to discuss the charges.

Bookings will only be confirmed upon acceptance of our terms & conditions, completion of a Booking Form and payment of the appropriate fees. P.S any delivery related to the event should be arranged according to the centre opening times.

FOR ROOM AT RIVERSIDE USE ONLY:

ROOM(S):

HOST:

PA TECH:

CLEANER:

CAR PARK:

NOTES: