



# ROOM HIRE BOOKING FORM

## Details of rooms available

### The Community Room

The Community Room is situated within the fully restored Victorian Glasshouses and overlooks the Kitchen Garden. The room seats approximately **70 people** and has a large, fully equipped, modern kitchen adjacent to it. The Community Room is only available for hire on Tuesday, Wednesday and Thursday from 9.00 a.m. – 4.30 p.m. Toilet facilities are available.

### The School Room

The School Room is situated behind the glasshouses and seats approximately **20 people**. There is a small kitchenette available with a sink, fridge, crockery, kettle and coffee maker. The School Room is available for hire Tuesday – Sunday from 9.00 a.m. – 4.30 p.m. Toilet facilities are available.

**PLEASE NOTE** - A **catering service** can be provided on request, subject to advance booking, please call Donna and David at Ape Bars for further details and to discuss your requirements.

## Prices

Community Room	Hourly Hire	£25.00
	Half Day Hire	£70.00 (for up to 3.5 hours)
	Full Day Hire	£125.00 (for up to 7.5 hours)
School Room	Hourly Hire	£15.00
	Half Day Hire	£40.00 (for up to 3.5 hours)
	Full Day Hire	£75.00 (for up to 7.5 hours)

*These times are inclusive of any setting up that you need to do.*

**For booking information and availability please call Kate on 01925 213638.**

**For catering options/arrangements call David & Donna at Ape Bars on 07999619575.**

Please return the completed booking form and cheques to the address below:



Grappenhall Heys Walled Garden, Witherwin Avenue,  
Grappenhall, Warrington, Cheshire, WA4 3DS

**Tel: 01925 213638**

Email: [enquiries@ghwalledgarden.org.uk](mailto:enquiries@ghwalledgarden.org.uk)

[www.ghwalledgarden.org.uk](http://www.ghwalledgarden.org.uk)





# Booking Terms and Conditions

It is requested that room hirers will ensure that the following conditions are met:

1. All room hire bookings forms must be accompanied by **full payment in advance**.
2. In addition to the cost of the room a **separate security deposit cheque for £100** will be required. This will not be cashed if the room is left in a satisfactory condition.
3. If you wish to serve alcohol advance notification is required and conditions apply.
4. Please feel free to arrange the furniture to suit your requirements but we ask that all furniture is put back to its original position at the end of your event.
5. Please wipe over all tables and equipment used and leave in clean condition ready for use.
6. Please sweep up after your event and leave floors clean (brushes, mops, buckets, bin bags etc. will be provided).
7. Please remove all rubbish and take it away with you.
8. If the main kitchen or small kitchenette is used please be meticulous in cleaning up after use and leaving the kitchen spotless and ready for service. It is **VERY IMPORTANT** that the café service provided by our resident caterers is not disrupted or delayed by extra cleaning requirements and that their kitchen is respected **at all times**.
9. If the kitchen/kitchenette is used to serve refreshments please bring your own food, drinks, tea towels, dish cloths etc. (unless the in-house catering service has been arranged in advance).
10. Sub-letting is not permitted.

*Thank you for your booking.  
We look forward to seeing you.*



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## Room Hire Booking Form

<b>Name:</b>	<b>Organisation:</b>
<b>Address:</b>	<b>Contacts:</b> Landline  Mobile  Email
<b>Which room do you wish to book:</b> <i>Delete as appropriate.</i> Community Room / School Room?	
<b>Date and time you wish to book a room (hourly/half day/full day):</b>	
<b>Details of event/number of people/special requirements:</b> <i>If you wish a catering service to be provided please give details.</i>	
<b>Will tickets be sold? Yes/No</b> <b>Will alcohol be served? Yes/No *</b> <b>Will live or recorded music be played? Yes/No *</b> *A TEN may be required	
<i>I enclose a cheque for £..... and a security deposit of £100.00</i> <i>I accept the terms and conditions signed: .....</i>	
<b>For Office Use</b>	<b>Payment and deposit received?</b>



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