



2009 Facilities Hire Form

PLEASE COMPLETE IN BLACK INK USING BLOCK CAPITALS

Facilities will only be reserved on receipt of a deposit (1/3 of total cost)

Contact Name..... Position.....

Company.....

Address.....

..... Post Code.....

Phone No..... Day/Mobile No.....

E-mail..... Fax No.....

Start Date..... Finish Date.....

Facilities to be Hired	Estimated Delegates	Agreed Hire Rate Per Day	Total Days Hired	Total Hire Fee	Total Hire Fee Inc. VAT
Classroom					
Indoor Arena					
Land					
Farm Access					
Catering					
Storage					
Set Up					
Dismantle					



Add all hire fees together for total cost (ensure VAT included).	TOTAL	
Minimum 1/3 of total cost (to nearest pound) is due now to reserve facilities. If hire start date is within 14 days, full payment is due now. If more convenient, simply enclose full payment.	DEPOSIT/ PAYMENT ENCLOSED	

Please make cheques payable to 'Windmill-Training' and send with booking form to:-
WINDMILL-TRAINING, WINDMILL FARM, MONTACUTE, SOMERSET. TA15 6UT

Please pay balance of total cost 14 days before hire start date - you will be reminded when we send your receipt for deposit paid and invoice for balance due.

Where did you hear about our facilities?

Do any of the delegates have disabilities?
(Please specify delegate and describe if hearing/visual/physical/learning mental disability or impairment. Attach an extra sheet if required and state here if you have.)

Do any of the delegates have dietary requirements?
(Please specify delegate and describe requirements ie. vegetarian, vegan, allergies etc. Attach an extra sheet if required and state here if you have.)

I have read the conditions overleaf and accept them. Signed.....Date