

CHESLYN HOUSE BOOKING FORM

54 Nascot Wood Road, WATFORD, WD17 4SL

I acknowledge and accept that this application is in accordance with the *hiring information*.

Date of function: _____

Time of function: start _____ finish _____

Name of hosting organisation (if applicable): _____

Type and description of function (including any planned advertisement and whether it will be charged for):

Number of attendees (maximum 35 seated): _____

Contact details

Name: _____

Address: _____

Post code: _____

Telephone number: _____ Email address: _____

Invoice details (if different from above)

Payment can be made by methods including debit/credit card, bank transfer or online - full details will be provided on the invoice.

Name: _____

Address: _____

Post code: _____

Telephone number: _____ Email address: _____

Signed: _____ Date: _____

Registered charity: Yes No Charity number: _____

Please return completed booking forms by email: events@watford.gov.uk or by post:
Watford Borough Council, Town Hall, Watford, WD17 3EX



HIRING INFORMATION

Suitable for

- Education
- Small charity, community and voluntary functions
- Local business meetings, away days and training courses
- Exhibition space for art and photography
- Horticultural events
- Small private functions (wedding photos on request - £60)

Availability

The house is available to hire Monday to Sunday 9am to 8pm. If later than the gardens' opening hours below the gate must be locked after leaving the site:

- November to February: 9am to 4pm
- March and October: 9am to 6pm
- April and September: 9am to 7pm
- May to August: 9am to 8pm

Cost

- £23 to £23.50 per hour for a registered charity or recognised voluntary / community group or school
- £46 to £47 per hour for commercial organisations and private hire

Facilities

- **Large room** - Seated capacity for up to 20 people. White board, projector screen and flip chart stand available
- **Small room** - Seated capacity for up to 15 people. Flip chart stand available
- **Kitchen** - Cups, saucers, small plates, cutlery, kettle, fridge and microwave
- **Toilets** - Two including a disabled toilet
- **Parking** - There are car parking spaces for up to seven cars.

Conditions of use of the house

- Smoking is not permitted on the premises
- No loud or amplified music
- Tack, tape, drawing pins or similar must not be used to fix anything to the walls. All artwork should be displayed on free standing easels or using the picture rail
- The house must be left clean and tidy, including disposing of rubbish and washing/drying/putting away any kitchen items
- All windows, internal doors and blinds must be closed before leaving the house
- The alarm must be set before leaving the house
- Any damages will be charged to the hirer

Conditions of use of the gardens

- Be courteous to other users of the gardens
- No chairs, tables or gazebos on the lawn
- No barbeques
- No confetti

General information

- The gardens are open to members of the public
- The gardens and ground floor of the house are accessible for wheelchair users
- If the smoke alarm activates, please evacuate the building to a safe distance and call the emergency services

Cancellations

Cancellations must be notified in writing as soon as possible. To book, cancel or for further information, please email: events@watford.gov.uk

Key collection and return

Keys and alarm instructions to be collected from and returned to the **Customer Service Centre, Town Hall, Watford, WD17 3EX** on the first working day before/after the date of the booking.