



Croxth Hall & Country Park

INTERNAL CONFERENCE BOOKING FORM

Please complete the form, and either fax the form to us on 0151 228 2817 or scan the completed form and e-mail to: croxthhallfunctions@liverpool.gov.uk

Business Unit:		Service Area:	
Name:		Tel Day:	
Mobile:		E- Mail:	
Address:			
Postcode:		Booking Date:	

BOXES BELOW MUST BE COMPLETED BEFORE BOOKING IS CONFIRMED

COST CODE:		NOMINAL CODE:	
Room/s required: (paste ✓ in box)	<input type="checkbox"/> The Library	<input type="checkbox"/> The Old Dining Room	<input type="checkbox"/> The Altcar Room
	<input type="checkbox"/> The Study	<input type="checkbox"/> Sir Richard's Room	<input type="checkbox"/> The Aintree Room
Date rooms required:		Start Time:	
Finish time:		Number of participants:	No of vehicles:
Refreshments: (delete as appropriate)	Teas/coffees: ✓ X	Lunch: ✓ X	Other: ✓ X

I certify that the information on this form is accurate, and I will notify Croxteth Country Park of any changes at least one week in advance. I understand that the deposit paid on this booking is non-refundable. Croxteth Hall reserves the right to invoice you for the repair of any damages caused as a result of this booking.

Please tick the box to say you have read and agree to the 'Terms and Conditions' which accompany this booking.

Name:		Signed:		Date:	
Office notes:					

For more information call the Hall Manager on 0151 233 6920 or visit www.croxth.co.uk

Croxth Hall reserves the right to invoice the hirer for the repair of any damages caused as a result of their booking.

