



Visitor & Education Centre

Registered Charity No. 257806 | A non-profit distributing company limited by guarantee number 938670 | VAT Registration Number GB 688 5912 71



River Stour Trust

Registered charity number 257806

Visitor & Education Centre
HIRE APPLICATION FORM

Please complete and return for the attention of the Bookings Manager to:
River Stour Trust Visitor Education Centre
Dove House Meadow, Great Cornard, Sudbury, Suffolk, CO10 0GF

HIRER DETAILS

Applicant Name

Name of Company/Organisation

Full Address

Postcode.....

Contact Telephone Numbers Landline

Mobile

Email Address

BOOKING DETAILS

Date Required

Type of Function

Hire Period Access from: Departure at:

Camping Overnight: Yes* No *Risk Assessment to be completed

Expected Attendance Figures: Number of Children Number of Adults

Do you require: Tables Yes* No *How many?

Chairs Yes* No *How many?

Use of Kitchen Yes* No

Other details/ requirements?
(Please continue overleaf, as required)

HIRER AGREEMENT

I have read, understood, and agree to be bound by the Terms and Conditions of Hire.

Applicant's Signature:

Dated:

CONFIRMATION OF BOOKING - TO BE COMPLETED BY RIVER STOUR TRUST

Sage Account Ref:

Signed:.....

Dated:.....

Hire Charge £

Deposit Paid £

Remaining Balance £

Payable on: