



## Booking Procedure – Residents and Non Residents

1. Check the hall's availability on the hall's website calendar.  
[southcliftonhall.org](http://southcliftonhall.org)
2. Complete a booking form, which can be downloaded from the hall's website.  
The hire period should cover all the time to set up, cooking and clear up.
3. Any chargeable items required, for example, tablecloths, stage etc. These need to be listed on the last page of the booking form and will be charged at the appropriate rate. All hire charges can be found on the hall's website.
4. To secure the booking, please pay the deposit at the time of sending the booking form to [enquiries@southcliftonhall.org](mailto:enquiries@southcliftonhall.org)
5. Once a booking form has been received and accepted by the hall's Booking Clerk, confirmation of the booking will be emailed to you.
6. The total booking fee will need to be paid 4 weeks prior to the event.

*Issue Oct 23*

A Charity Registered in England & Wales 522298

Hall Address: Moor Lane, South Clifton, Newark, NG23 7AN\*

*\*Note. the hall is not permanently attended so this is not the address for post, please contact us by email should you need a postal address*

[www.southcliftonhall.org](http://www.southcliftonhall.org)

[enquiries@southcliftonhall.org](mailto:enquiries@southcliftonhall.org)