



Nether Edge  
LIVING

## Studio Booking Form

Please read the Studio Use Policy - by signing this form you are accepting this policy.

This form should be submitted at least two weeks before the date required so that authorisation may be obtained.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact phone number and email: \_\_\_\_\_

Nature of Event: \_\_\_\_\_

For themed or children's parties - A £150 deposit is required to be paid to NEMC one week in advance of the event (Bank Details NEMC Account Number 13151174 Sort Code 207692)

Event Date: \_\_\_\_\_

Time (to/from, including set up - please note a maximum of 2 hours is allowed in total, except for children's parties where 4 hours is the maximum time slot allowed): \_\_\_\_\_

Numbers expected (minimum and maximum): \_\_\_\_\_

I confirm I have read and agree to abide by the terms and conditions outlined in the Studio Use Policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please hand this form into Estates Office Reception  
Your booking is not confirmed until you have had confirmation by email.**

For office Use (where applicable)

Deposit Received by \_\_\_\_\_ on \_\_\_\_\_

Deposit Returned to bookee by \_\_\_\_\_ on \_\_\_\_\_