**Function Room Booking Form**

Everything you need to know prior to booking

Our function room is an ideal venue for exhibitions, baby showers, children's parties, hen parties, funeral wakes, training, meetings, interviews and rehearsals. The room has also been used for small theatre shows, gigs and radio plays. If you're looking for a place to hold auditions or rehearsals, then our function room may be perfect for your needs.

It is available to hire all year round and contains a small licensed bar. We offer a variety of catering options, as well as self-catering. Our catering options\* include:

• afternoon tea for £11.55 per person, comprising of assorted sandwiches, fruitcake and Wensleydale cheese, a scone with jam and clotted cream, a variety of cakes, and a tea or coffee;

• breakfast packages from £4.20 (example: bacon/sausage scuffler & tea/coffee);

• lunch packages from £7, comprising of a sandwich/panini, a slice of cake and a hot drink (example: goats cheese and pepper panini, a slice of lemon drizzle cake and an Americano coffee).

*\*We’re happy to discuss a menu arrangement that suits your needs.*

The room is available to hire at:

• £15 per hour (minimum 2h staying);

• £50 per morning slot (9:00am - 12:30pm);

• £50 per afternoon slot (1:30pm - 5:00pm);

• or £90 per day.

The room holds an average of 30 people for dining (we provide chairs and tables if desired). If you bring in a party of more than 10 people, all buying afternoon tea at £11.55 per head, then the function room is free for 2 hours. The £15 hourly charge applies to any additional time spent in the function room.

Please note that although guests should arrive to gain entry to the function room at the start of the time, the Party Organiser may, if they wish, arrive no more than 30 minutes prior to the start of the event in order to set up or dress the room. Please mention below if you need half an hour to set up, and if you do, please book and pay for the 30min slot. All guests are required to vacate the room no later than 15 minutes after the event end time.

A £50 deposit will be paid prior to the event and the final balance will be paid on the day of the event. Please ensure that final numbers are confirmed no later than 7 days before the event.

Booking form

Please send this back to us by email at [riversmeet.methley@gmail.com](mailto:riversmeet.methley@gmail.com).

**Name**

**Email address**

**Phone number**

**Date of the event (can mention multiple dates in case we're booked on your preferred date)**

1

2

3

**The event you’d like to book for (please detail as much as you can: party size, catering preferences, sitting arrangements, etc.)**

**Further questions you’d like to ask about the function room**

**Payment method (we require a £50 deposit upon booking) which can be paid by:**

* **cash (pay at the counter)**
* **check (see address details below for posting)**
* **bank transfer (see bank details below)**

Address details: Bank account details:

rivers MEET Name: J Plenderleith T/A rivers MEET

102 Leeds Road Account number: 68548012

Methley, Leeds Sort code: 08-92-50

LS26 9EP Co-Op Bank

West Yorkshire

United Kingdom