

**THE NELSON GARDEN  
MONMOUTH**

**BOOKING REQUEST**

Date/s required.....

Time/s required.....  
(Please include setting up and clearing away time)

Organisation /Individual.....

Event type.....

Contact name.....

Address.....

.....

.....

Post code.....

Telephone.....

Email .....

**Requirements** .....

Cost each day £100 /£50 half day .....

'Friends of the Garden' Cost each day £75 /£45 half day.....

£20 deposit required on application.

TOTAL.....

BALANCE TO BE PAID ONE WEEK PRIOR TO EVENT .....

Booking confirmation sent.....

In Diary.....

**THE NELSON GARDEN  
MONMOUTH**

**BOOKING CONFIRMATION**  
Please note the Terms and Conditions of Hire

Please sign one copy of this form and return it, with the deposit to  
Susan Amos, Plough House, Upper Church Street, Chepstow NP16 5HU  
Email: [ngpt1802@yahoo.co.uk](mailto:ngpt1802@yahoo.co.uk)

Please keep the second copy for your records

Contact/Name.....

Organisation/Event.....

Telephone.....

Email.....

Date/s required.....

Time/s required ..... From..... Until.....  
(Please include sufficient time for setting up and clearing away. Access will only be allowed 15 minutes prior to the time booked unless extra half/full days are booked.)

Cost per Session/Event.....

TOTAL.....

*Invoice to follow* Deposit.....

BALANCE.....

**Terms and Conditions of Hire**

1. All items left in the Garden at owners' risk.
2. All remaining items of food, drink, bottles, and waste are to be removed.
3. All sound systems (music) must cease at 11.30pm. Exit quietly by midnight.
4. Any extra equipment (platforms etc.) must be removed as soon as possible after the event.
5. By returning this form by you are agreeing to the Terms and Conditions.
6. Third parties using the Garden should have their own public liability cover.

**Please note: There is NO electrical supply in the Garden and cold mains water is only available from the wall hose. There are 15 folding chairs, three tables and three benches available on request. Eco-toilet on site.**

Signed.....

Print Name.....Date.....