

Room Booking Form

Please complete the form in full below.

Bookings are not confirmed until we have received the booking form and agreed deposit (half of room hire total).

All bookings are subject to the terms and conditions below.

For more information, please contact us on the above details.

About you

Contact Name:	
Organisation (if applicable):	
Contact Email:	
Contact Address:	
Contact Telephone Number:	
Invoice address (if different):	
Invoice Email (if different):	

About the event

Brief description of the event:	
Number of attendees:	
Start time:	
End time (one hour block only)	
Room type (e.g. how many chairs/what kind of layout):	
Duration room required for (days/weeks):	

Additional Information

Additional Information:	
T&C's	50% non-refundable deposit is payable on booking Confirmation email will be sent once booked The room(s) <u>must</u> be left clean and tidy Refreshments and other consumables <u>must</u> be provided by the booker

Print Name:..... **Date:**.....