

Contact Details

Contact Name:

Company/Organisation:

Contact Address:

Postcode:

Contact Telephone:

Email Address:

Booking Details

Date(s) Requested:

From

To

Times Required:

From

To

Room(s) Required:

Meeting Room 1

Meeting Room 2

Meeting room 3 (Kitchen Room)

Meeting Room 4

IT Suite

Kitchen

Youth and Community Area

Conference Suite

Number Of Attendees:

Room Layout:

Theatre Style

Boardroom Style

Banquet Style

By signing below, I accept the terms and conditions of this booking:

Full terms and conditions are available upon request.

Signature:

Date:

Internal Use Only

On Calendar

Confirmed

Cleaner Booked

Invoice Raised – Invoice Number:

Invoice Paid

Refreshments/Catering (additional charges Apply- Please enquire before booking)

Tea/Coffee?

Yes

No

Times for refreshments:

1

2

Are you ordering catering for this event?

Yes

No

Would you like us to order catering?

Yes

No

Equipment (additional charges Apply- Please enquire before booking)

Please select which items (if any) you would like to hire:

Laptop

Projector

Screen

Flipchart Stand

Speaker system, including portable speakers and microphones

Any Other Requirements