

# Room Hire Booking Form



## Your Contact Details

Name.....

Organisation.....

Address.....

.....

Tel: .....

Email: .....

Are you a charity or voluntary sector organisations? (Please circle) Yes / No

## Your Booking

Date Room required			
Start time		End time	
Number of people			
Type of function (e.g. meeting, training, conference, exhibition)			
Projector required?	Yes / No		
Lunch required?	Yes / No	Time	
Wine to accompany lunch (Please circle)	Red / White / Rose		
Any special dietary requirements? Please specify			
Coffee / Tea & biscuit (£2.50pp)	Yes / No		
Time required	AM:	Lunch:	PM:

## Payment

A deposit of 50% of room hire fee is required on booking. The remaining balance must be paid 2 week prior to date of room hire. Refreshments must be pre-booked and paid for 48 hours in advance.

Payment can be made by card or cash in the shop or by BACS;

**Account:** 31537709

**Sort code:** 40-02-40

**Reference:** Name of your establishment