

## Booking Form

### a) User Details

<b>Name:</b>	
<b>Address:</b>	
<b>Telephone No:</b>	

### b) Booking Details

Date(s)					
Booking Time					
Room					
Charges Applicable					

Discount applicable for block booking	%
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<b>Total amount due from User</b>	
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### c) Any Other Details

### d) Declaration

I have read the Terms and Conditions of Use and accept that I will be fully responsible for their implementation during my Booking Time Slot.

Signed ..... Date .....

### Booking Times Available

Monday to Sunday inclusive 8.00am – 10.00pm

### Rooms Available and Charges

Name	Description	Size	Charge
MR1	Meeting room, ground floor, hatch to kitchen	26m <sup>2</sup>	£9.00 per hour
MR2	Meeting room, ground floor	19m <sup>2</sup>	£9.00 per hour
FS	Function Suite, first floor with lift access	80m <sup>2</sup>	£16.50 per hour
K	Well-equipped kitchen with cooker, crockery etc		£10.00 per booking

Hirers should bring their own supplies of milk, tea and coffee.

All bookings are for a minimum of 2 hours. Cancellations must be notified a minimum of 24 hrs. in advance.

Total bookings of twenty hours or more will qualify for an overall discount of 10%

Please note flip charts etc. are not available for hire.

Where heating is required, we reserve the right to levy a £5.00 surcharge per booking

### For Office Use Only

Booking entered in diary	
Invoice Sent	
Invoice Number	
Payment Received	

If the Car Park by the Church Centre is full please ask people attending to avoid parking in Churchview Drive, and if they have to please ensure parking is on one side of the road only.