



## BOOKING FORM 2017

Information required	Complete the information here
Contact name/Tel No./ email	
Date / dates required	
What is the purpose of the meeting/ event	
How is the room to be set up? (number of chairs, tables etc)	
Invoice details	
Any other requirements?	
Any other information	

**Price Guide: £10 Deposit required for single bookings. Pre-payment for block bookings**

Community Hub Area	Day Price until 6pm	Evening / Weekend Price
BARN	£10 per hour	£15 per hour
PROJECT CENTRE	£10 per hour	£15 per hour
COURTYARD	£10 per hour	£15 per hour

Payment can be made by: Cheque payable to Rowallane Community Hub  
 or by BACS to Sort Code 95-06-79 Account No. 30023663

**Please return asap to secure booking and attach a copy of your Public Liability Insurance certificate**

**Additional Charges.**    Projector £5 yes/no    Flip board £5 yes/no    Use of kitchen £5 yes/no

**All bookings allowed 5 mins grace each side of booking any extra needed must be included in pricing.**

Catering can be provided, detail in requirements section.

Times required \_\_\_\_\_ Total price: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Classes intending continuing after completed sessions, please complete a new booking form giving at least 10 days advance notice to secure times.**