



BOOKING FORM 2018

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.