

## CARNFUNNOCK EDUCATION CENTRE BOOKING FORM

<b>Date (s) of booking:</b>	_____ to _____
<b>Set-up time:</b>	_____ to _____
<b>Event time:</b>	_____ to _____
<b>Organisation name:</b>	_____
<b>Type of booking:</b>	Voluntary / Educational / Statutory / Private / Commercial (Please circle accordingly)
<b>Purpose of hire:</b>	_____
<b>Contact person:</b>	_____
<b>Address:</b>	_____ _____
<b>Contact no (s):</b>	(home) _____ (work) _____ (mobile) _____ (email) _____
<b>Party numbers:</b>	No. of adults: _____ No. of children: _____
<b>Set up requirements:</b>	No. of tables: _____ No. of seats: _____
<b>Room format:</b>	Board Room <input type="checkbox"/> Classroom <input type="checkbox"/> <input style="width: 50px; height: 20px;" type="text"/> Conference <input type="checkbox"/> Other (please outline) <input style="width: 100px; height: 20px;" type="text"/>
<b>Equipment requirements:</b>	HDMI Cable <input type="checkbox"/> Projector Screen <input type="checkbox"/> Other <input style="width: 100px; height: 20px;" type="text"/> TV <input type="checkbox"/> Flip Chart <input type="checkbox"/> <input style="width: 100px; height: 20px;" type="text"/>
<b>Refreshment details: (if applicable)</b>	Using Coffee Shop (Booked directly) / Own supplies (Please circle)  Serving times: _____
<b>Other Information:</b>	_____ _____

**In accordance with charges and conditions of letting, I hereby make application to hire the education room on the date (s) stated.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Office Use only**

Booking confirmed by: \_\_\_\_\_ Date: \_\_\_\_\_

Hire charge: £\_\_\_\_\_ Method of payment: cash / cheque / invoice / internal transfer

Invoice requested from Finance by: \_\_\_\_\_ Date: \_\_\_\_\_

Set-up and equipment checked by: \_\_\_\_\_