

## Room Hire Booking Form

• Name of area to be hired.....

• Name of Organisation.....

• Name of Contact.....

• Address of Contact.....

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• Telephone No.....

• Date and Time of Booking.....

• Where to send invoice if different from above.....

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• Please sign to confirm that you have read and accept the booking conditions and that you have had an induction regarding Health & Safety Procedures.

..... Name in Block Capitals.....

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For office use only:

Date Booking Confirmed

Date Invoice Sent

Date Payment Received

Name of Person explaining Booking Conditions to Hirer