

Room Hire Booking Form

- Name of area to be hired.....
- Name of Organisation.....
- Name of Contact.....
- Address of Contact.....
.....
- Telephone No.....
- Date and Time of Booking.....
- Where to send invoice if different from above.....
.....

- 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.....

For office use only:

Date Booking Confirmed

Date Invoice Sent

Date Payment Received

Name of Person explaining Booking Conditions to Hirer