

## Booking Form

Date & Time:	___ / ___ / 20___ ____ - ____	No of People Attending:	
Room(s) Required: (Tick all that apply)	Main Hall (Auditorium) <input type="radio"/> Lesser Hall <input type="radio"/> Function Rm <input type="radio"/> Foyer <input type="radio"/> Committee (Herman) Rm <input type="radio"/> Dressing Rm 1 <input type="radio"/> Dressing Rm 3 <input type="radio"/>		
Organisation Name		Purchase Order Number:	
Booking Contact Name:		Phone Number:	
E-mail & Postal Address:			
Technician Req'd?	YES/NO	Time Tech Req'd	
Type Of Event: (Please add additional info)	Meeting <input type="radio"/> Training <input type="radio"/> Celebration <input type="radio"/> Fayre <input type="radio"/> Other <input type="radio"/>		
Technical/Equipment Req'd: Projector, Screen, Flipchart etc. (Additional charges may apply)			
Tea & Coffee? Quantity Req'd: (Additional charges apply, or bring your own supplies at no cost)	YES/NO	Buffet? Quantity Req'd: Any Food Requirements:	YES/NO
Any other requirements (including access)?			
Layout Type & Number of Chairs: (Sketch on next page)			
Price: (To be completed by Office Staff)			

### Booking Confirmation:

Room Hirer (Print name): \_\_\_\_\_

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

Office (Print & Sign): \_\_\_\_\_

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

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A large empty rectangular box intended for booking details.