

THE MEETING PLACE APPLICATION FOR BOOKING

ORGANISATION _____

ACTIVITY (Describe in Full) _____

ROOM (S) REQUIRED _____

SINGLE BOOKING: DAY _____ DATE: _____

TIME: FROM _____ am/pm TO: _____ am/pm

BLOCK BOOKING ONLY

DAY (S) _____ TIME: FROM _____ am/pm TO: _____ am/pm

DATES OF BOOKING FROM _____ am/pm TO: _____ am/pm

I HAVE READ AND AGREE TO ABIDE BY THE CONDITIONS OF HIRE

NAME (Block Letters) _____ SIGNATURE _____

ADDRESS _____

TELEPHONE _____ DATE: _____

COMMENTS (OR ANY SPECIAL REQUIREMENTS NEEDED)

For Office Use Only

THE COST WILL BE: Per Room _____ hours at £ _____ per hour = £ _____

TOTAL DUE = £ _____

METHOD OF PAYMENT IS: Cheque Cash

Cheque No: _____

APPROVED BY: _____ DATE: _____