

Booking Form



Event title: _____
Type of event: _____
Date of event: _____ Room(s): _____
Starting time: _____ Finishing time: _____
Expected number of participants: _____

Organization: _____ Room Set up*:
 Business / Company Board room U-shape Semi-circle
 Private Theatre Cafe style Classroom
 Charity Other: _____

*The hirer is responsible for setting up and putting away

Contact Details

Contact Name: _____ Phone: _____
Company Name: _____ Email: _____
Address: _____
Email: _____ Post Code: _____

Extras - Please see pricing on Page 4 Hire Rates and Services

Regular booking: Yes No No. of weeks: _____ Term time: Yes No

Equipment Required: _____ Refreshments Required: Yes No
 Projector Tea/coffee on Arrival
 Urn Tea/coffee and biscuits Morning Break
 Crockery Buffet lunch Lunchtime
 Flipchart stand Staffed bar Afternoon Break
 Flipchart with paper and pens Other: _____

- I have read and Terms and Conditions of Hire available at www.bramptoncc.org.uk (please tick).
- I confirm that I have the relevant insurance, licences, supervision, and safeguarding of children or adults at risk policies in place (please tick).

Signed: _____

Name: _____

Date: _____

