**Booking Form**

**In order for us to welcome visitors at The Healthy Living Centre, please give us details of the meeting.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting title** |  | **Purchase order No.** |  |
| **Name of organisation** |  | **Department** |  |
| **Address** |  |
| **Telephone** |  | **Mobile Number** |  |
| **Email** |  |
| **Name of main contact** |  | **Secondary contact** |  |
| **Invoicing Email Address** |  |
| **Invoice Address** (if different from above) |  |

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| **Booking Details (**Please note: Set up/ clear down time must be included) |
| **Date** |  |  **Set up from** |  | **Course start** |  |
| **Clear down by**  |  | **Course end** |  |
| **Room required** (Please highlight) | **Comm. Hall** | **Com Room** | **Green** | **Red** | **Quiet Room** | **Foyer** | **Yellow Room** |  |
| **Number of people** |  | **Name of person holding the meeting** (tutor/ trainer) |  |

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| **Equipment required** (please tick): (All subject to availability) |
| **P.A System (Speakers, mics)** |  | **Flipchart Stand** |  |
| **Data projector** |  | **Flipchart Paper** |  |
| **Screen**  |  | **Flipchart/ whiteboard Pens** |  |
| **Internet Access** |  | **Portable Microphone** |  |

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| --- |
| **Layout** (please highlight) **clear space**  |

 **Cabaret Style** **Boardroom Style** **U-Shape** **Theatre Style**

|  |  |
| --- | --- |
| **Other please specify:** (e.g. Cafe) |   |

|  |  |  |  |
| --- | --- | --- | --- |
| **Refreshments:-** | **Option** | **Time** | **No of servings** |
| **Arrival** |  |  |  |
| **Mid-morning** |  |  |  |
| **Lunchtime** |  |  |  |
| **Mid-afternoon** |  |  |  |
| **Evening** |  |  |  |
|  |
| **Lunches & dietary requirements** |
| **Option** | **Time** | **Number of servings** |
|  |  |  |
| **Vegetarian** |  |
| **Vegan** |  |
| **Celiac** |  |

Do you hold Public Liability Insurance? An invoice will be issued to the organisation shown on this form.

**Rooms cancelled less than 48 hours prior to booking will still be chargeable. 72 Hours notice must be given for catered bookings**

Please sign to confirm details of the booking and acceptance of our conditions of hire.

**Signed:       Date:**