

# 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: \_\_\_\_\_