**Booking Form**

**Please complete this form and return to the onsite office based in the Nursery, or email the bookings. Once submitted, we will contact you with confirmation details at this point you will be required to pay £10 deposit.**

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| **Details** | |
| Contact Name: | Organisation: |
| Address: | |
| Email: | Telephone: |
| Contact details of person attending on the day if different: | |

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| **Booking Information** | | |
| Date Facilities Required: |  | |
| Time Facilities Required: | From: | To: |
| Title of Event |  | |
| Number of Attendees: |  | |

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| **Room(s)** | |
|  | The Lowther Room – Large Conference Room which can seat approx. 80 people or be used for community activities such as Yoga |
|  | Silkstone Hall – Multi-purpose community hall which holds approx. 100 people, ideal location for community sports groups and children’s parties. |
|  | The Carter Room – Seats approx. 20 people |
|  | The Fenton Room – Seats approx. 20 people |
|  | Kitchen and Room – Seats approx. 10 people |
|  | Office – Private Meeting or Interview, can possibly be used as a Therapy Room |
| **Equipment Required** | |
|  | SMART Board |
|  | Projector |
|  | Flip Chart |

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| **Layout Option for Hall or Conference Room** | | | |
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| Empty Room Required |  | | |

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| **Refreshments/Catering** | | |
|  | Refreshments - Tea, Coffee and Water  **Unless otherwise indicated, these will be served on arrival only. If you require a further serving please specify at what time(s):** | £1 per person/ per serving |
|  | Cold Buffet – Please see the Menu options and select which choice you require.  **Option Name:**  **Number Required:**  **Time:** |  |

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| **Terms and Conditions** |
| Please see full Terms and Conditions in our Bookings Information Pack |

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| **Cost** | |
| Room Hire |  |
| Refreshments |  |
| Catering |  |
| Total |  |
| £10 deposit taken |  |
| Left to pay |  |

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| **Agreement** | |
| Signed |  |
| Print Name |  |
| Date |  |
| Office Signature |  |