



**BOOKING FORM**

Booking No .....

Organisation .....

Contact Name ..... Invoicing Details if different

Address .....

Contact Tel No ..... Contact Tel No .....

Title of Function .....

Date of Function ..... Approx. Numbers .....

Start Time ..... Finish Time .....

**Please Circle Room Required**

**Other Requests**

<i>Numbers Standing = ST, Seated = SE</i>	Loop System	No Charge	Yes
Function Room - 300(ST) 200 (SE)	PA System	£10	Yes
Hunnyhill Room - 80(ST) 50 (SE)	TV and Video	£5	Yes
Restaurant - 60 (SE)	Overhead Projector	£5	Yes
Workshop - 40 (SE)	Flip Chart/Paper	£5	Yes
Day Room - 20 (SE)	Room Set-up	£10	Yes
Resource Room - 20 (SE)	Catering/Refreshments		Yes
Phase 3 Training Room - 20 (SE)	Please ring 01983 822209 Ext 207 to discuss catering/refreshment requirements		
CAT Suite - 6 (SE)			

To comply with the Safety Regulations and Policy, the above maximum numbers must not be exceeded & please sign below to indicate that you have read & understood the Riverside Centre's Fire and Evacuation Procedures.

Please complete this form and return it to the Riverside Centre. All bookings are subject to availability and authorisation from the Manager. Functions are covered by the Centre's own insurance. The Centre reserves the right to refuse any booking it deems inappropriate.

NB Please use the reverse of the form if you require the room to be set up in a certain way. You are also reminded that groups may be using the facility before/after your event and it is appreciated if you will vacate the room on time.

Signed: ..... Date: .....

Thank you for using the Riverside Centre.