

Booking Request Form



Name of Organisation:

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Contact Person:

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Telephone:

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Address:

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Email:

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Purpose of Hire:

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Room	Date	Time (Start & Finish)	Room Set-Up (eg Boardroom, Theatre style, etc.)	Number of People
Room 1				
Room 2				
Kitchen				
Room 3				
Room 4				
Room 5				
Room 6				
Main Hall				

Equipment	Required?
TV	Yes / No
Flip Chart & Pens	Yes / No
Whiteboard & Pens	Yes / No
Tea, Coffee, Biscuits	Yes / No
Chairs	Yes / No
Tables	Yes / No
PA/AV including mics (Main Hall)	Yes / No

Please Note:

Prior to confirmation of a booking we will need to see a copy of your Public Liability Insurance and for any theatre/musical production a copy of the Performance Rights. We reserve the right to request and receive, in a timely fashion, any other documentation that may be relevant to your use of our facilities. For bookings of greater duration than 2 days/nights we will require a 15% deposit up front (Refundable only at our discretion).

If you have further requirements and queries
please contact Cynthia Wilkinson, Church Manager

t: 724319 or e: cynthia@trinitygsy.org