

STANDARD BOOKING FORM

Activity Title:							
Activity Date:							
Times must include Set-up/take down:	Access:		Start:		Finish:		
Room Required:				Maximum Delegate Numbers:			
Where did you hear about us?	Family or Friend/ Facebook /Internet search / Local / Website / Word of Mouth /Other						
Equipment Required: (Please circle)	(Flipchart & Pens / Projector & Screen / Laptop / Mineral Water /PA System) – Please check with the office beforehand There will be extra costs for equipment hire and refreshments						
Contact Name:							
Contact Address (Including Postcode):							
Email Address:							
Contact Phone Number:							
Signature: (Electronic accepted)				Date of Signature:			
Payment: (Please circle)	Bacs Transfer / Cheque / Cash All bookings must be paid for in advance, prior to your event.						
Date of Payment:				Purchase Order Details (If applicable):			
Any Other Information:							
If paying by Bacs Transfer, please quote booking date when paying, (see Account Details below)							
Bacs Payments Information:	Account Name:		Heene Community Association				
	Sort Code:		09-01-29				
	Account Number:		09513961				
Cancellation Information:	There will be a 100% cancellation fee for all cancelled bookings.						