



STANDARD BOOKING FORM

Activity Title:	
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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 Against Invoice (by special request only, please ask the office) 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.				