

Date and Time – NB start and end time must include set up and clearing up time.

Date(s) required	End date (for regular booking)	Start time	End time

Full Name (hirer must be over 18 years of age)	
Organisation / Group	
Address	
	Postcode:
Telephone:	
Email	

Purpose of the Hire e.g. workshop, conference, lecture, art class etc.	
Expected Numbers	
Will your attendees be younger than 19 years old?	
Of Yes, do you hold a valid DBS?	

Room set up – please note there is a £10 set up fee. Please tick required set up.

Not needed	<input type="checkbox"/>	Theatre Style	<input type="checkbox"/>	Conference	<input type="checkbox"/>	Meeting	<input type="checkbox"/>	Workshop	<input type="checkbox"/>
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Equipment Required

Promotion of event	<input type="checkbox"/>	Projector	<input type="checkbox"/>	White board and pens	<input type="checkbox"/>
Flip chart and pens	<input type="checkbox"/>	Screen	<input type="checkbox"/>		

Tea, coffee	No. of people:
Tea, coffee, biscuits	No. of people:

Processing your booking

- We will confirm the space is available and book it in the diary
- Send an invoice
 - A 20% deposit is required for all hires excluding weddings and Friday and Saturday night bookings
 - A 50% deposit is required for weddings and Friday and Saturday night bookings
 - If the booking is less than 4 weeks in advance FULL payment is required at the time of booking
 - The outstanding balance must be paid 4 weeks prior to the hire date. Failure to pay the outstanding balance at the due date could result in the booking being cancelled and the space being offered to someone else

Making a payment

We prefer payment by BACS wherever possible and details will be provided on your invoice. Alternatively you can pay by cash, credit or debit card or cheque made payable to Red Brick Building Tenancy Services Ltd.

Terms of cancellation

Four weeks' notice	Full refund
Between four weeks and 72 hours' notice	Full refund LESS deposit
Less than 72 hours' notice	NO refund

Please ensure you have completed all sections before returning. By signing this form, you acknowledge that the information provided is correct and that you agree to comply with the terms and conditions supplied with this booking form.

HIRER – print name	Date	Booking taken by – print name	Date
HIRER - signature	Date	Booking taken by - signature	Date