



Room Hire Enquiry Form

Kindly provide as much information about your booking as possible.

Please specify the date(s) and time(s) you are interested in.

Day of the Week	From *	To	Total number of hours	Total number of people on premises
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

* (please include setting up/closing down time).

Number of room(s) needed:

- Top Floor Room Allows up to 4 people
- Ground Floor Back Room Allows up to 12 people board room style
- Ground Floor Front Room Allows up to 8 people board room style

Required number of desks.....

Required number of chairs.....

You can arrange furniture to suit your need where space permits.

Client Details:

Title.....

First Name.....

Surname.....

Company Name/Organisation.....

Purpose for hiring the room.....

Service provided by your business or organisation.....

Email address.....

Phone number.....

Business Address.....

Post Code.....

Any other information.....

Public Liability Insurance:

Do you have public liability insurance?.....

If you do not have public liability insurance, would you like Firm Foundation Centre to extend their policy to cover you? (There may be an additional charge for this).....