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| **Name of Staff Taking Booking;** |  |
| **Date Booking Taken;** |  |

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| **Hirer’s Details;** |  |
| Name;  Organisation;  Address;  Post code;  Telephone;  Email;  NFCA Contact; |  |

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| **Event Details;** |  |
| Date & Title of Event;  Time of Event;  Expected Number of Attendees;  Use of Kitchen for Refreshments (Y/N);  *(We provide crockery and hot water and can provide tea and coffee for 20p per cup, milk and snacks must be provided by hirer)*  ICT Requirements;  *(Wifi, Projector & Screen and 3 Laptops are available)*  No. of Tables & Chairs Required;  *(There are two rectangular (1350x650mm) and two semi-circle (1350mm) wooden flip top tables and 13 chairs available)*  Room Requirements;  *(Conference/meeting set up, workshop set up etc.)*  Additional Information/Requirements; |  |
| **Administrative Details;** |  |
| Charge Tier;  Payment Details;  *(Invoice Raised, Payment Received etc.)* |  |

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| **Signed by Staff;** | Date; |