

Newton Farm Community Association Meeting Room Booking Form



Name of Staff Taking Booking;	
Date Booking Taken;	

Hirer's Details;	
Name; Organisation; Address;	
Post code; Telephone; Email;	
NFCA Contact;	

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

Administrative Details;	
Charge Tier;	
Payment Details; <i>(Invoice Raised, Payment Received etc.)</i>	

Signed by Staff;	Date;
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