



BOOKING FORM

Activity Title:					
Activity Date:					
Times to 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 / £50 Cash Liability Deposit Against Invoice (by special request only)				
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		
IMPORTANT INFORMATION: Please note, that there will be a 100% cancellation fee if bookings are cancelled within one month. The times booked for your event must include all set up before your event and take down/clearing away afterwards.					