

## 1. ROOM BOOKING FORM

<b>Contact</b>	
<b>Organisation</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Email Address</b>	

Meeting Room Required (please tick)

Small Meeting Room       Upstairs Meeting Room       Hall       Sanctuary   
*(£10 Per Hour)*                                      *(£10 Per Hour)*                                      *(£15 Per Hour)*                                      *(£15 Per Hour)*

<b>Booking Date:</b>			
<b>Start Time:</b>		<b>Finish Time</b>	
<b>Approximate number of people expected</b>			

**Please give a brief description of reason for booking.**

**Room Requirements if booking Hall or Sanctuary**

Board Style       Theatre Style       Cabaret Style

**Equipment Requirements included in Room Hire charges**

Flipchart

*Other equipment available at extra cost, please provide details below*

**Other Requirements (Please detail)**

<b>Signed:</b>		<b>Date:</b>	
----------------	--	--------------	--

*In signing this booking form you are in agreement with the condition of hire. Please return to Room Bookings, St Helens Baptist Church, Hall Street, St Helens, Merseyside, WA10 1EL.*

**Please Note: Bookings can not be taken without a written order of booking form as confirmation. A charge of 50% of the hire charge will be made for cancellations made with less than 24 hours notice.**