

Room Hire

Booking Form



Name of Group : _____

Contact Person : _____

Contact Address : _____

Telephone No : _____ Fax No: _____

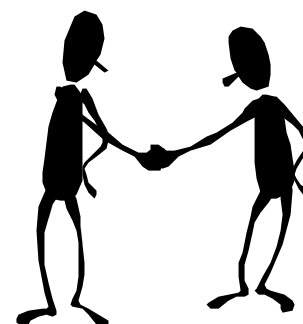
Email Address : _____

Date(s) Required : _____

Time(s) Required: _____

Are you a member: Yes Membership Number _____

No



PRICES	Full Day	Half Day
Member	£75 + VAT	£55 + VAT
Non-member	£105 + VAT	£85 + VAT

Equipment available with Room Hire

Equipment (includes VAT)	Cost	Tick if Required
Data Projector	£5.00	
Overhead Projector	£5.00	
TV/VHS	£5.00	
Laptop Computer	£5.00	
Flipchart (includes paper and pens)	£5.00	
Photocopying (per sheet)	£0.10	
Arts & Craft equipment (use of scissors, brushes, staples etc)	Free of Charge	

Please specify any additional particular requirements : _____

Please note that although we do not provide catering we can provide details of catering services within the area.

As a representative of the above named group I have read the Terms and Conditions for Room Hire and agree to be bound by them.

Signed: _____ Date: _____

All bookings are considered as provisional until the **booking form is signed and returned by post or fax.**
RETURN TO: Play Resource, North City Business Centre, 2 Duncairn Gardens, Belfast, BT15 2GG
Fax: 028 9075 5596

Disclaimer: Play Resource cannot accept any responsibility for loss or damage to equipment, personal property or vehicles while on Play Resource premises.