

THE FORUM ROOM BOOKING FORM

Name of group or individual

Contact details

Name: _____

Address:

Tel: _____ e-mail: _____

Please tick if you would like to be added to the Forum mailing list

Second contact (if possible)

Name: _____

Address:

Tel: _____ e-mail: _____

Please tick if you would like to be added to the Forum mailing list

Activity

Date(s)

Rooms and Timings

Room	Get in time	Start time	Finish time	Get out time
Main Hall				
Ancillary Hall				
Meeting Room 1				
Meeting Room 2 (backstage)				
Meeting Room 3 (backstage)				
Foyer				

Number of people expected at activity

Frequency e.g. one off / daily / weekly / monthly / 4 times a year

Equipment / facilities needed

Access to refreshments needed? What would you need?

Details of any equipment or substances being brought onto the premises that would require a COSHH sheet (i.e – Stage pyrotechnics, smoke machines or cleaning products)

I have read and will abide by the Terms and Conditions of Hire.

Signed _____

Date _____

Please return the completed form to:

bookings@forumnorthallerton.org.uk

(If returning this form by email, please note that by returning the form you are accepting the Terms and Conditions of Hire).

The Forum
Bullamoor Road
Northallerton
DL6 1LP

If you have any queries, or wish to obtain extra forms or information, please ring 01609 776230