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## ROOM HIRE BOOKING FORM 2022

PLEASE COMPLETE A SEPARATE FORM FOR EACH DATE

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Room Booking Date:

Which Meeting Room: One/Two/Three

Times:

Room Layout: Boardroom /Lecture/Amphitheatre

Name of Meeting:

Billing Address:

Contact details of the Person who made the booking with us /Reference

Name:

Organisation:

Telephone Number:

E-mail Address:

YOUR PURCHASE ORDER NUMBER (if required):

Room Hire Charge:

Number of Delegates:

Other Charges:

Projector: Yes / No; Screen: Yes / No; Flip Chart: Yes / No; WIFI : Yes / No.

Catering Requirements:

**We are unable to provide Lunches at the present time due to the closure of our Café.**

**WE ARE ABLE TO PROVIDE TEAS & COFFEES.**

Tea/Coffee: Nos. @ £2.50 per head.

Times for drinks:

Notes:

PLEASE NOTE: **There is a fee of £30 for cancellation within 14 days of booking date.**

**For a NO SHOW on the Booking Date there will be a 100% charge.**

Person who took the Booking for St. James Priory:

JJ / January 2022