

# GLUSBURN INSTITUTE BOOKING FORM FOR HIRE OF BATHS HALL

**DATE(S) REQUIRED**

**TYPE OF ACTIVITY**

**AGE GROUP**

**NAME**

**ADDRESS**

**EMAIL**

**CONTACT TELEPHONE NUMBERS:**

**HOME**

**WORK**

**MOBILE**

**TIME(S)** Please allow for setting up & clearing away in this. The caretakers will expect to open & lock up at these times. It is greatly appreciated if the room is left in the condition it was found in.

**START:**

**FINISH:**

**ROOM SET UP**

Number of chairs

Arranged In rows

Around edge

Cabaret style

Number of tables

How arranged?

**ANY SPECIAL REQUIREMENTS ?**

USE OF KITCHEN

(A charge of £50 is made if a meal is served)

Yes/No

**PAYMENT**

Cheques are payable to "*Glusburn Institute Management Committee*" and must accompany this form.

I have read and accept the booking terms & conditions for Glusburn Institute.

Signed \_\_\_\_\_

Date \_\_\_\_\_