



# BF & OB RCA

## NEW BOOKINGS FORM

<b>FIRST NAME:</b>			
<b>SURNAME:</b>			
<b>FUNCTION TYPE:</b> (eg. Party, Meeting...) <i>Do note we are not licensed premises.</i> <b>(please note: there is an additional charge for late night lock-up for parties to cover the additional staff costs)</b>			
<b>COMPANY/ORGANISATION:</b>  Not Applicable for private parties	<b>Charity</b> Please give your charity number	<b>Not for Profit Recreational Group</b>	<b>Business/Public Body (This includes recreational activities run for profit)</b>
<b>ADDRESS INC. POSTCODE:</b>			
<b>TELEPHONE/MOBILE NO:</b>			
<b>EMAIL ADDRESS:</b>			
<b>DATE OF HIRE:</b>			
<b>TIMES OF HIRE:</b> <i>You <b>must include your set up and packing away and cleaning time</b> – we suggest you add 30 minutes each end to ensure YOU do this. We can only provide the hire space for the times booked.</i> Minimum hire period is 1 hour and thereafter 30 minutes. (e.g. 1hour/ 1hour 30min/ 2 hours / 2hours 30mins)			
<b>PREFERRED ROOM(s):</b> (Bushfield/ Whiteshute/ Warren/ Battery/ Clarendon)			
<b>EXPECTED NUMBERS ATTENDING:</b>			
<b>EQUIPMENT REQUIRED:</b> <i>(specify numbers of each item requested)</i> <i>Tables, Chairs, Screen, Flip Chart &amp; Stand, Urn. (We can not guarantee availability of these items, but will do our best to provide them).</i> <b>Hire of projector £10</b>			
Exclusive use of the kitchen is by express arrangement only and maybe chargeable.			

Please return this form by email to [bfobrca.manager@gmail.com](mailto:bfobrca.manager@gmail.com)