CHADDERTON COURT
social inclusion resource centre
ROOM BOOKING FORM

TITLE OF BOOKING	
CONTACT DETAILS	NAME ADDRESS TEL: E: MAIL
SINGLE BOOKING (SPECIFY DETAILS)	DATE FROM NO OF ATTENDEES TO
BLOCK BOOKINGS (Attach additional sheet If necessary)	DATES TIMES NO OF ATTENDEES
NATURE OF BOOKING	MEETING ☐ TRAINING ☐ COMMUNITY GROUP ☐ SOCIAL ACTIVITY ☐ COMMUNITY ART PROJECT OTHER (PLEASE SPECIFY) ☐

DO YOU REQUIRE COURTS CATERERS BUFFET? (Only available for internal events) y/n Numbers	DO YOU REQUIRE REFRESHMENTS? YES NO
WILL YOU REQUIRE EQUIPMENT? (SUBJECT TO AVAILABILITY)	FLIP CHART ☐ SMARTBOARD ☐ POWER POINT ☐ OHP ☐ TV/DVD ☐ CD PLAYER ☐

DETAILS ABOUT HIRER (I.E. The code you use for charges. not have a cost code and are subject to a charge, the bill Authorised person. Please give details.)	If you do will be sent to the

PLEASE ENSURE YOU HAVE READ THE CHADDERTON COURT ROOM BOOKING TERMS AND CONDITIONS OF ROOM USE BEFORE SIGNING THIS FORM.
Signature of authorised person…… date……...

For office use only room allocated is this booking charged for?
Signed date **yes/ no** (delete as appropriate)

Please return to: Chadderton Court. 451 Middleton road, Chadderton, Oldham OL9 9LB Tel 0161 770 8651