



Bilston
People's
Centre

Wolverhampton Street
Bilston
Wolverhampton
West Midlands
WV14 0LT

Please return completed form to
trisha@bilstonpeoplescentre.org.uk

Enquiries: 01902 402273

ROOM HIRE BOOKING FORM

Details of organisation requesting room hire:

Organisation			
Invoice Address			
Booking Contact			
Email		Tel:	

Event details:

Date room required:		Hire times	From:	to:
Purpose of room hire:		Numbers expected:		

Room(s) required (please select):

Excel Hall	<input type="checkbox"/> <input type="checkbox"/>	£30.00 per hour £40.00 room set up fee* *Applicable to all bookings requiring a room layout other than theatre style (Excel hall only)
BPC Main Hall	<input type="checkbox"/> <input type="checkbox"/>	£20.00 per hour £20.00 room set up fee (if required)
BPC Upstairs Hall	<input type="checkbox"/>	£17.00 per hour £20.00 room set up fee (if required)
Meeting room	<input type="checkbox"/>	£12.00 per hour
Counselling Room	<input type="checkbox"/>	£12.00 per hour

Equipment hire (if applicable):

Projector (Excel Hall)* *Cordless microphone with PA System included free of charge with this option (Excel hall bookings only. Excludes music events.)	<input type="checkbox"/> <input type="checkbox"/>	£50.00 per day £30.00 per half day
Projector (BPC Hall)	<input type="checkbox"/> <input type="checkbox"/>	£20.00 per day £15.00 per half day
Laptop	<input type="checkbox"/> <input type="checkbox"/>	£15.00 per day £10.00 per half day

Music events – Equipment hire (subject to availability):

PA System, Specialist Lighting & Microphones	<input type="checkbox"/> <input type="checkbox"/>	£100 per day £60 per half day
Technical support* *Mandatory when PA System is being hired	<input type="checkbox"/>	£15.00 per hour No. hours required: <input type="text"/>

Catering required (if applicable):

Unlimited Tea/Coffee/Fruit Cordial	<input type="checkbox"/>	£1.25 per head
Unlimited Tea/Coffee/Fruit Cordial & Biscuits	<input type="checkbox"/>	£1.75 per head
Cold/Hot Lunch	<input type="checkbox"/>	Price upon request

Any other requests or comments:

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Declaration:

Total charges payable:	£
I have read and fully understand the terms and conditions of hire and take full responsibility in abiding to those that apply for the duration of my event. I agree to pay all charges associated with this booking within 30 days of receiving the invoice for said event.	
Signed:	
Name:	
Job title:	
Date:	

Please return this form via email to trisha@bilstonpeoplescentre.org.uk

Please ensure the form has been signed before returning. Thank you.