



Excel Church - Wolverhampton Street – Bilston - WV14 0LT - 01902 402273

trisha@bilstonpeoplescentre.org.uk

ROOM HIRE BOOKING FORM

1. Details of individual or organisation requesting room hire:

Name			
Address			
Post code		Telephone	
Email		Mobile	

2. Room(s) required (please tick):

- | | | |
|--|--------------------------|------------------|
| BPC Hall | <input type="checkbox"/> | £18.00 per hour |
| BPC Upstairs | <input type="checkbox"/> | £15.00 per hour |
| Church Hall | <input type="checkbox"/> | £20.00 per hour |
| Counselling Room/
Office | <input type="checkbox"/> | £12.00 per hour |
| Projector (BPC Hall) | <input type="checkbox"/> | £20.00 per day |
| Projector (Church Hall) | <input type="checkbox"/> | £50.00 per day |
| PA System, Specialist Lighting & Tech
Support | <input type="checkbox"/> | £75.00 half day |
| | <input type="checkbox"/> | £150.00 full day |

3. Catering required (if applicable):

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

4. Date room required:

5. Times room hire required: from..... am/pm to..... am/pm

6. Purpose of room hire.....

7. Will an admission fee or collection fee apply?

8. Numbers expected

Declaration

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.

Total charges payable: £.....

I agree to pay all charges associated with this booking within 30 days of receiving the invoice for said event.

Signed.....

Name.....

Job title.....

Telephone..... Date.....

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

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

For Office Use Only

Room hire £..... Projector £..... Light/Sound £.....

Catering: £..... No. People T/C T/C/B Hot Cold

Veg/Vegan/GF Special Requirements:.....

Caterer Booked on..... £.....

Deposit paid: £ Total amount due: £

To be invoiced for £ on (date)

Remaining amount £ received on (date)