



Building Preservation Trust

Booking Form for Hire of Premises

Name of Organisation:	
Name of Hirer:	
Address:	
Telephone Number:	
Email Address:	
Registered Charity No <i>(where applicable)</i> :	
Room(s) Required:	
Date Room(s) Required:	
Start & End Time <i>(inc set/clear up)</i> :	
Expected Number Attending:	

Room Hire: hours @ £..... per hour inc VAT	£
TOTAL AMOUNT PAYABLE:		£
For information only an invoice will follow		

I accept the charges above and the terms and conditions of hire as laid out in the Cadwgan Hire of Premises Booking Guidance Notes:

Will children under the age of 18, unaccompanied by their guardian/parent(s) be present?	Yes	No
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Signed: (Hirer) Date:

Confirmation of Booking: (Admin Officer) Date:

FOR OFFICE USE ONLY:

Date booking form received:		Date confirmation issued:		Date payment received:	
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