

Customer Booking Reference  
\_\_\_\_\_

(Office Use)

Purchase Order Number  
\_\_\_\_\_

(Customer Use)

## Room Booking Form

Date of Meeting	
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Time of Meeting	From		Until	
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	Main Hall	Wesley Suite	Rosa Parks Suite	Theatre	IT Suite	Arthur Rank Suite	Crosby Suite
Capacity	B/R 40 Theatre 180 Café 84	B/R 22 Theatre 40 Café 24	B/R 18 Theatre 20 Café 18	B/R 34 Theatre 90 Café 64	B/R 10	B/R 16 Theatre 16	B/R 8 Theatre 6
No. Attending							

**Comments:**

EQUIPMENT	Flipchart	Projector	Screen	PA System How many microphones?	CD Player	Boiler & Crocery	Tea & Coffee	Tea, Coffee, Juice & Biscuits	Buffet (Please Complete Catering Form)
REQUIRED									

Name of Organisation	
Booking Contact Name	
Invoice Address	
Email Address	
Telephone Number	
Explanation of Event	
Meeting Leader on Day	

\*Reservation times must include setting up and clearing.

\*Accessibility—Are people with limited mobility expected at the meeting? If more than 5 then only ground floor rooms can be booked. **Yes / No**

\*Safeguarding—Does the booking/event include work with children/young people/vulnerable adults? **Yes / No**  
If yes we need a safeguarding policy.

<b><u>Room cancellations must be made at least 14 days in advance.</u></b>	<b>FOR OFFICE USE ONLY</b>
Cancellations not meeting this requirement will be invoiced at 100% of normal charges. Confirmation of catering is required 7 days in advance.	Confirmation Sent: .....
Signature of person taking the booking:	Avalon: .....
Date: _____ Signed: _____	

## Prices

Below is our price list for both commercial room bookings and booking made by charity organisations. A session is 4 hours long. The daily rate covers bookings that are 8 hours long.

**\*\*Please note that bookings past 5pm on Friday and any bookings on Saturday or Sunday will be subject to an additional £20 per hour Premises fee.**

As always, if you have any questions please don't hesitate to contact us.

Room	Commercial			Charity		
	Hourly	Session	Daily	Hourly	Session	Daily
Main Hall	£51.00	£153.00	£255.00	£33.00	£99.00	£165.00
Wesley Suite	£25.00	£75.00	£125.00	£17.00	£51.00	£85.00
Theatre	£41.00	£123.00	£205.00	£27.00	£81.00	£135.00
Rosa Parks Suite	£16.00	£48.00	£80.00	£11.00	£33.00	£55.00
IT Suite	£25.00	£75.00	£125.00	£17.00	£51.00	£85.00
Arthur Rank Suite	£16.00	£48.00	£80.00	£11.00	£33.00	£55.00
Crosby Suite	£15.00	£45.00	£75.00	£10.00	£32.00	£53.00

## Catering & Refreshments

Our on-site Mission Café can provide delicious catering for your event. Prices start at just £5 per head and we can cater for Gluten Free, Vegetarian and Vegan diets. To find out more about our buffets please see our Catering Form.

As well as catering, we can also provide low cost refreshments for your event. Items and prices are as follows:

**Tea & Coffee—£1.00 per cup**

**Tea, Coffee, Juice & Biscuits—£1.20 per cup**

**Boiler & Crockery**

**10 people—£8.00**

**20 people—£13.00**

**50 people—£21.00**

**100 people—£35.00**

Please let us know when making your booking if you require catering and/or refreshments.