

TEAM PARISH OF LOUTH



Booking Number:	
Invoice Number:	
Booked in Diary?	Confirmed in Diary?
Deposit Received?	Payment Received?

Single Event Booking Form

Your Contact Details	
Organisation / Name:	
Type (eg Private, Business, Community, Charity, Parish):	
Invoicing Address:	Contact Name:
	Role:
	Telephone:
	Mobile:
Post Code:	Email:
How did you hear about the Trinity Centre?	
Details of the Booking	
Event Date:	Room(s) Required:
Start Time:	
Finish Time:	
Approximate Attendance:	
Activity:	
Equipment brought by hirer:	
Equipment required from Trinity Centre:	
Do you require specific furniture / special access arrangements? Yes (please detail on Furniture Layout / Special Access Request Form) / No	
Refreshments (please check our menus and price lists)	
Do you require a buffet? Yes (please fill out a Buffet Request Form) / No	
Do you require teas & coffees? Yes for (approximate numbers) / No	
Do you require kitchen access for own buffet? Yes / No	
Do you require kitchen access for own refreshments? Yes / No	
Your Agreement	
<i>The information above provides an accurate description of my/our requirements. I confirm that I have read, understood and agree to the Terms and Conditions of Hire. I agree to provide an agreed and non-refundable deposit if applicable. Please make cheques payable to Trinity Centre.</i>	
Room Hire:	Refreshments:
Kitchen Hire:	Trinity Buffet:
Total Booking Fee:	Deposit Required:

Hirer's Signature _____ Date _____