

# The Lighthouse Project

S6 b/c Second Floor, Middleton Shopping Centre, Middleton M24 4EL - Tel: 0161 643 1163



## Lighthouse Room Booking Form

Name of person making the booking:	
Name of Organisation:	
Address:	
Telephone Number:	
Email Address:	
Details of Proposed Activity, room use:	
Room(s) required/to be hired	
Date Room(s) Required:	
Repeat Dates:	
Start and End Time (include set/clear up times):	
Room Layout Required: (theatre style, banquet, hollow square, classroom, U-Shape, board room, etc)	
Any additional equipment required:	
Expected number attending:	
Tea/Coffee Required: YES/NO (please circle)	Time(s) to be served:
Will children under the age of 18 (unaccompanied by their guardian/parent be present?)	

<b>To be completed by Lighthouse</b>		
Room Hire:	..... hours @ £..... per hour	£
Tea/Coffee:	..... @ £1.00 per serving	£
Other equipment/services:	.....	£
<b>TOTAL AMOUNT PAYABLE:</b>		<b>£</b>
<p><b>Payment is due in advance, or on invoice.</b> Cheques payable to <b>The Lighthouse Project Middleton</b>  <b>If paying by BACS, please credit Account No 53124363 at Barclays Bank – sort code 20-64-12</b></p>		

### To be completed by Hirer:

I / we accept the terms and conditions of hire as laid out in the Lighthouse Project Booking Guidance Notes:

<b>Signed (Hirer):</b>	<b>Date:</b>
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### FOR OFFICE USE ONLY:

Date booking form rec'd:		Date confirmation issued		Date payment received:	
Date invoice issued:		Invoice Number:			

