

## Room Booking Form

please complete this form and return it to the childrens centre

Venue: **The BECC, Shakespeare Drive, off Furzehill Road, Borehamwood, WD6 2FD**  
**PB1, Chace Avenue, Potters Bar, EN6 5NP**

  


Name of Organisation/ hirer	Contact Details
	Key name:
	Tel no:
	email:

**Status:** VAT Included

Community / Voluntary **£5** Per Room per hour **Yes / No**      Statutory / Private **£10** per room per hour **Yes / No**  
 After 5pm weekdays and on Saturdays there is an addition charge of **£7 per hour + VAT** for caretaker expenses

**Activity**

Training session	<b>Yes / No</b>	Counselling	<b>Yes / No</b>
Support Group	<b>Yes / No</b>	Children's activity	<b>Yes / No</b>
Reception	<b>Yes / No</b>	Other (please specify)	<b>Yes / No</b>

**Rooms Needed**

Borehamwood room	<input type="text"/>	Community room & garden	<input type="text"/>
Elstree room	<input type="text"/>	Creche & Garden	<input type="text"/>
Sensory room	<input type="text"/>	Multipurpose Room (PB1)	<input type="text"/>

**Room layout**

Horseshoe	<b>Yes/No</b>	Classroom	<b>Yes/No</b>	Board room	<b>Yes/No</b>
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**Numbers attending:**

Total number attending	<input type="text"/>	Adults	<input type="text"/>	Children	<input type="text"/>
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**Sessions:**

**No of sessions**

**Dates of session/s**

**Equipment required**

Flipchart, pens & paper - <b>£2</b>	<b>Yes / No</b>	OHP & screen - <b>£2</b>	<b>Yes / No</b>
TV / DVD - <b>No charge</b>	<b>Yes / No</b>	Projector & screen - <b>£5</b>	<b>Yes / No</b>

**Refreshments**

For daytime bookings Starjumps café is open from 9am to 4pm where you can purchase a selection of hot and cold meals and beverages. Food can be ordered in advance directly from the café staff  
**Tea/coffee facilities are available during all sessions at PB1**  
**Tea/coffee facilities are available after 4pm at The BECC**

**Insurance**

Groups or organisation are required to hold Public Liability insurance.

I have read the Conditions of Hire overleaf, which I accept on behalf of the organisation / myself names above.  
 I agree to pay the hire charge as detailed overleaf.

Signed (organiser)

Date:

**Total cost of hire:-**

*Please read Conditions of Hire on the back of this form*