

Space booking request form **Arrangements No.**

Contact name	Tel. No.
Organisation	Fax No.
Mailing address	Email address
.....
.....	Event name
.....

Booking details
 Please check availability with the centre manager before submitting request

Room/Space <small>e.g. Atrium Dance Studio 1</small>	Date <small>e.g. When booking is required</small>	Day <small>e.g. Monday</small>	Time from <small>24 hour clock</small>	Time to <small>24 hour clock</small>

Room Resources	Price	Quantity
Chairs	No charge	
Tables	No charge	
Overhead projector	Currently unavailable	
TV (Video & DVD)	Currently unavailable	
Presentation board	Currently unavailable	
Flipchart with paper	Currently unavailable	
Flipchart	Currently unavailable	
Total cost		

Customer signature

 Person responsible for accepting The Moonshot Terms & Conditions of Room Hire

Date received

Proof of status

 If you wish to hire at our concessionary rate we will need proof of your status e.g. Charity Registration Number etc.,

Booking entered by
