

Booking Form



Tel :0141 944 3860
Fax:0141 944 8925
Email: admin@cernachha.co.uk

Organisation

Address

Tel / Fax /email

Contact Name

Date No. Attending

Please select which Boardroom you require:

(times to include setting up and stripping down)

Boardroom 1 (seats 20 approx) (£50 per session)	9.30am-12.30pm <input type="checkbox"/>	Large Boardroom	
	1.30pm-4.30pm <input type="checkbox"/>	Meeting Room Setting (seats 35 approx)	<input type="text"/>
Boardroom 2 (seats 15 approx) (£50 per session)	9.30am-12.30pm <input type="checkbox"/>	Conference Setting (seats 50 approx)	<input type="text"/>
	1.30pm-4.30pm <input type="checkbox"/>	(£75 per session)	

If you require both rooms there will be a charge of £75 per session and £150 for all day. Tea/Coffee/Biscuits provided

EQUIPMENT

Laptop & Projector DVD Video

Overhead Projector Flip Chart

The above named organisation is responsible for any damage/loss to the Association and are responsible for all aspects of Health & Safety arising through misuse of the equipment.

Signature
For and behalf of organisation

Print Name

Please complete and e-mail or fax this form back to Cernach Housing Association Ltd
Bookings are not valid without a completed form