



## BOOKING FORM

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|   |   |
|---|---|
| <b>Name of Hirer</b>  |   |
| <b>Contact name</b>   |   |
| <b>Address</b>  |   |
| <b>Telephone Number</b>                                       |   |
| <b>Facility required<br/>Please delete</b>                    | <b>Meeting Room - Mirrored Room - Classroom</b> |
| <b>Time access required<br/>from</b>                          |   |
| <b>Vacating Time</b>  |   |
| <b>Total hours</b>  |   |
| <b>Activity to be<br/>Undertaken– Please<br/>give details</b> |   |
| <b>Facilities Required</b>                                    | <b>Please detail below</b>                      |
| <b>Refreshments<br/>/Catering</b>                             |   |
| <b>Laptop Computer<br/>Requirements/ICT<br/>support</b>       |   |