

The Summit Centre Room Hire & Booking Form

Please complete, sign and return

Name:
Organisation:
Address:
Postcode:
Telephone:
Fax:
Email address:

Dates & Times Required – Please state arrival & departure times:

Reason for hire:

Facilities Required:	Costs:
	*Room Hire £
	*Refreshments £
	* Buffet £
	*Equipment Hire £
	Tables Yes/No
Catering can be provided as required	
Please ask for details	* TOTAL COST £
PRICES EXCLUDE VAT and are charged from arrival and departure times.	

Signed:
Print:

Date:
I have read and understand the terms & conditions of hire and promise to abide by them.

Please tell us where you heard about the Centre or the facilities you require.

Current or Previous User	Word of Mouth	Leaflet/Flyer/Poster
Internet/Website	Other – please state	

Cancellation Charges will be incurred if notification is not given 14 days prior to booking date. Deposits are non-refundable.

All prices will be reviewed in April each year.

OFFICE USE:

Booking Taken by:
On Diary Sheets:
Date:

Deposit Paid: £ Date.....
Balance Paid:£ Date.....

Invoiced:

The Summit Centre, Pavilion Road
Kirkby in Ashfield, Notts, NG17 7LL
Tel: 01623 751822 Fax: 01623 758090
E-mail: kay@summit-centre.co.uk
Registered Charity No: 522234