KL&GC Room Hire Booking Form

- Name of area to be hired…….
- Name of Organisation……..
- Name of Contact……..
- Address of Contact……
- Email address ……..
- Telephone No……
- Date and Time of Booking……
- Where to send invoice if different from above……..

  ……

- Please sign to confirm that you have read and accept the booking conditions and that you have had an induction regarding Health & Safety Procedures.

Name in Block Capitals ……

For office use only:

Date Booking Confirmed

Date Invoice Sent

Date Payment Received

Name of Person explaining Booking Conditions to Hirer