

# Room Hire

# Booking Form



Name of Group : \_\_\_\_\_

Contact Person : \_\_\_\_\_

Contact Address : \_\_\_\_\_

Telephone No : \_\_\_\_\_

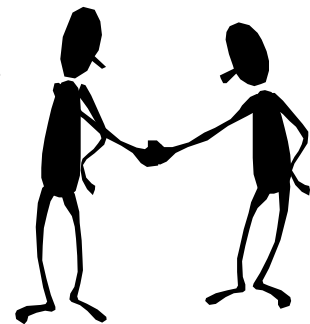
Email Address : \_\_\_\_\_

Date(s) Required : \_\_\_\_\_

Time(s) Required: \_\_\_\_\_

Are you a member: Yes  Membership Number \_\_\_\_\_

No



## PRICES

	Full Day	Half Day
Member	£100+ VAT	£75 + VAT
Non-member	£135 + VAT	£110 + VAT

## Equipment available with Room Hire

Equipment (includes VAT)	Cost	Tick if Required
Data Projector	£5.00	
Overhead Projector	£5.00	
Flipchart ( <i>includes paper and pens</i> )	£5.00	
Photocopying (per sheet)	£0.10	

- Please note that although we do not provide catering we can provide details of catering services within the area.
- The kitchen located upstairs is for Play Resource staff use only. If you do need anything, please ask a member of our staff who will be happy to help.
- You must provide us with a copy of your liability insurance. If you do not have insurance, we will not be able to fulfil your room hire request.

Is there a particular room layout you would like to have? \_\_\_\_\_

Any additional requirements? \_\_\_\_\_

As a representative of the above named group I have read the Terms and Conditions for Room Hire and agree to be bound by them.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

All bookings are considered as provisional until the **booking form is signed and returned by post or fax.**  
RETURN TO: Play Resource, North City Business Centre, 2 Duncairn Gardens, Belfast, BT15 2GG

Disclaimer: Play Resource cannot accept any responsibility for loss or damage to equipment, personal property or vehicles while on Play Resource premises.