Booking Form

the **Pavilion**
cheltenham

Business/Department:	
Charity No:	
Address:	
Email for invoicing:	
Contact name:	Email:
Contact telephone numbers:	
Date of course:	Number of delegates:
Customer Information Screen to read:	

Room(s) required:

Access time: _____ *Event Start Time*: _____ *Event Finish Time*: _____ *Exit time*: _____

Flip Chart, Projector and Speakers are available as standard in all rooms				
Additional tables		P.A.	Yes / No	
Lunch being delivered: Yes / No Caterer: Delivery Time: Lunch Break:		**Drink only**: £1.20 **Drinks/Biscuits**: £1.60		
		Time	**Drink only**	**With Biscuits**
Please indicate the set-up of the room: Cabaret (tables & chairs) Theatre (chairs only) Own Setup & Cleardown		**1.** Photocopying available on request. **2.** Free internet access is available: Internet Password:12345678		

IMPORTANT: Please reference the **quotation number/event date** on Purchase Order documentation.

The invoice will be prepared on the day of the training course.

Please pay in full within 14 days of invoice.

   I agree to abide by the Terms and Conditions for the hiring of the Pavilion facilities.

   I have read and understood the Cancellation Policy, which can be viewed online.

http://www.thepavilion-cheltenham.org.uk/cancellation-policy.html

Please be aware that Christian City Church Cheltenham cannot be held responsible for the activities held and supervised by hirers themselves. Therefore we strongly recommend that you have in place Public Liability Insurance (preferably for a limit of indemnity of £5 million).

I understand that the Pavilion is a registered place of worship, and the home of C3 Church and that no activities should be organised that are contrary to the Charity's aims and objectives, or would bring it into disrepute (see terms and conditions Clause 9).

Signature:_____ Date: _____

For office use only

Calendar:	Quote No:	Invoice No:
PO No:	Total:	Total:
Remittance/Received:	Sent:	Sent: