

# ROOM BOOKING ENQUIRY FORM

Name of Organisation: \_\_\_\_\_  
Name of Contact Person: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_  
Contact Email Address: \_\_\_\_\_  
Postal Address (for invoice): \_\_\_\_\_

Date(s) Room Required:

**Time Room Required:** Please note the room is available between 9am and 5pm – this time needs to include set up and tidy up time. If you want a time slot outside of these hours, please call us.

**Start:** \_\_\_\_\_ **Finish:** \_\_\_\_\_

Purpose of Hire:

Number of Attendees (maximum of 30 adults):

Facilities Required (e.g. tea & coffee or projector screen, no. of tables, chairs, etc.)

Fees – All fees including VAT:

	Hourly Fee	Half Day Fee (Either 9am-1pm or 1pm-5pm)	Full Day Fee
Play Room	£24	£72	£132

Total Cost of Hire:

Payment is required in advance. Do you require an invoice for the above amount? **Yes / No**  
**Please ensure you have provided a postal address if you wish to be invoiced.**

**Cancellation Policy:**

- Fees are not charged if cancelled up to two weeks before the event.
- 50% will be charged if cancelled between four days and two weeks before the event.
- Full costs will be charged if cancelling within 3 days of the event.

**FOR OFFICE USE ONLY**

Added to calendar

Invoice Request No:

Agreed by:

Date:

Date:

Name:

Name:



Children's Scrapstore, Scrapstore House, Sevier Street, St Werburghs, Bristol, BS2 9LB

Booking Contact Information: Tel: 0117 9143002 Email: roomtoplay@childrensscrapstore.co.uk

Registered Charity Number: 1008788 LTD Company Number: 2624238 VAT No: 771 1296 31