

**Room Hire Application Request**

|  |  |
| --- | --- |
| **Name of individual or organisation** |  |
| **Contact name for booking request** |  |
| **Contact address for booking request** |  |
| **Contact number and email** |  |
| **Numbers attending** | *See Room Information for maximum numbers* |
| **Requested dates and times** | Date(s) | Times |
| **Space required -*** *please tick all rooms requested*
* *see room information for more details*
 | * Reading Room
 |  |
| * Stirling Room (Monday/Tuesday only)
 |  |
| * Lancaster Room
 |  |
| * Courtenay Room
 |  |
| * Outer Library
 |  |
| * Inner Library
 |  |
| * Kitchen
 |  |
| **Equipment hire -***please indicate requirements* | Use of kitchen |  | Projector/ screen |  |
| Wine glass hire |  | Flip chart/ pens |  |
| China/ cutlery hire |  | Tables |  |
| **Catering requirements** *– please indicate the numbers of people requiring DEI catering services* | * Tea / coffee / biscuits
 |  |
| * Buffet
 |  |
| * Lunch booking (max 10?)
 |  |
| * Other
 |  |
| **Other comments** *e.g. Using outside caterers* |
| **For Office use** | Date received | Initials |
| Approved | SK | AH | MN | ED |
| Cost – Room hire |  | Cost - Catering |  |
| Cost – Equipment |  | **Total Cost** |  |
| Conditions of hire signed | Yes/ No | Name of keyholder or lead staff |
| Date confirmed with Hirer |  | Date Payment received |  |

|  |  |
| --- | --- |
| **Name of individual or organisation** |  |
| **Contact name for booking request** |  |
| **Contact address for booking request** |  |
| **Contact number and email** |  |
| **Numbers attending** | *Maximum of 15 each visit* |
| **Requested dates and times –** *please note that, unless by special arrangements, tours can only be booked on Wednesday afternoons.* | Date(s) | Times |
| **Additional room booking required?** *– If yes please complete the room hire booking form*  |  **YES / NO** |
| **Equipment hire –** *please indicate requirements* | Use of kitchen |  | Projector/ screen |  |
| Wine glass hire |  | Flip chart/ pens |  |
| China/ cutlery hire |  | Tables |  |
| **Catering requirements** *– please indicate the numbers of people requiring catering services* | * Tea / coffee / biscuits
 |  |
| * Buffet
 |  |
| * Lunch booking (max 10?)
 |  |
| * Other
 |  |
| **Other comments e.g.** display required? |
| **For Office use** | Date received | Initials |
| Approved | SK | AH | MN | ED |
| Cost – Tour |  | Cost - Catering |  |
| Cost – Equipment |  | **Total Cost** |  |
| Conditions of hire signed | Yes/ No | Name of keyholder or lead staff |
| Date confirmed with Hirer |  | Date Payment received |  |



**Tour Application Request**