

**Room Hire Application Request**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | | | | | |  | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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**