



Tiverton & District Community Transport Association & Mid Devon Shopmobility

Multi-Storey Car Park Phoenix Lane Tiverton Devon EX16 6NB
Registered Charity No. 1099477 Company No. 4738406 Company Ltd by Guarantee

Meeting Room Booking Form

To be fully completed by the person responsible for the hire of the meeting room

INVOICE DETAILS:	
Name	_____
Address:	_____

Town	_____ County _____
Post Code	_____ Email _____
Telephone	_____ Mobile _____

DETAILS OF HIRER:	
Name of Organisation or Hirer	_____
Name of Person Responsible	_____
Position in Organisation (if applicable)	_____
Full Address of Hirer	_____

Town	_____ County _____
Post Code	_____ Email _____
Telephone	_____ Mobile _____

DETAILS OF THE BOOKING:							
Date of Proposed Booking	_____						
Times (Please circle)	<table border="1"> <thead> <tr> <th colspan="2">Half Day</th> <th>Full Day</th> </tr> </thead> <tbody> <tr> <td>9am-12:30pm</td> <td>1pm-4:45pm</td> <td>9am-4:45pm</td> </tr> </tbody> </table>	Half Day		Full Day	9am-12:30pm	1pm-4:45pm	9am-4:45pm
Half Day		Full Day					
9am-12:30pm	1pm-4:45pm	9am-4:45pm					
No. of people expected to attend (approx)	_____ (Maximum of 20)						
Additional facilities/Equipment Required	(Please circle all that apply)						
<table border="1"> <tr> <td>Portable screen</td> <td>Projector</td> <td>Flip Chart</td> <td>Wi Fi</td> <td>Photocopier</td> </tr> </table>	Portable screen	Projector	Flip Chart	Wi Fi	Photocopier		
Portable screen	Projector	Flip Chart	Wi Fi	Photocopier			
Tea / Coffee Required (Please circle)	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No				
Yes	No						

I have received a copy of the conditions of hire and I agree to abide by them.

I agree to pay all charges that may be due.

I agree to leave the premises hired, in a clean and tidy condition.

I agree to ensure that any electrical equipment brought onto the premises is safe and fit for use.

Signature of Hirer _____ Date _____

There is a £5 Cancellation fee (if less than 48 hrs notice payment in full is required).

All payment must be settled within 14 days of the dated invoice to avoid a penalty charge