

Customer Booking Reference

(Office Use)

Purchase Order Number

(Customer Use)

ROOM RESERVATION FORM

Date of Meeting	
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Time of Meeting	From		Until	
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	Ex Main Hall	Main Hall	G01	Chapel	Café	102	Theatre	IT Suite	203	204	205	206
No. Of Attendees	Theatre 260	B/R 40 Theatre 180	B/R 22 Theatre 40	B/R 22 Theatre 30	B/R 18 Theatre 35	B/R 18 Theatre 20	B/R 34 Theatre 90	B/R 10	B/R 12 Theatre 10	B/R 10 Theatre 6	B/R 16 Theatre 16	Theatre 6
	Café 120	Café 84	Café 24		Café 36	Café 18	Café 64					
				Requires permission of the minister								

Comments:

EQUIPMENT	Flipchart	Projector	Screen	PA System	CD Player	Boiler & Crockery	Tea & Coffee	Tea, Coffee, Juice & Biscuits	Buffet
REQUIRED				How many					Details of buffet costings here??

Name of Organisation	
Contact Name	
Address	
Email Address	
Telephone Number	
Explanation of Event	
Meeting Leader on Day	

*Reservation times must include setting up and clearing.

*Accessibility—Are people with limited mobility expected at the meeting? If more than 5 then only ground floor rooms can be booked. **Yes / No**

* Safeguarding—Does the booking/event include work with children/young people/vulnerable adults? **Yes / No**
If yes we need a safeguarding policy.

Room cancellations must be made at least 14 days in advance.	FOR OFFICE USE ONLY
Cancellations not meeting this requirement will be invoiced at 100% of normal charges. Confirmation of catering is required 7 days in advance.	Confirmation Sent:
Signature of person taking the booking:	Avalon:
Date: _____ Signed: _____	

Room		Seating		Commercial			Charity		
		Boardroom	Theatre	Hourly	Session	Daily	Hourly	Session	Daily
Main Hall	Large	40	180	48.00	126.00	221.00	32.00	84.00	147.00
Main Hall Extended			260						
Chapel	Medium	22	30	n/a	n/a	n/a	16.00	42.00	73.00
G01	Medium	22	40	24.00	63.00	110.00	16.00	42.00	73.00
Café	Medium	18	35	24.00	63.00	110.00	16.00	42.00	73.00
Theatre	Large	34	90	39.00	102.00	180.00	26.00	68.00	120.00
102	Small	18	20	15.00	48.00	80.00	10.00	32.00	53.00
201	Small	10	12	15.00	48.00	80.00	10.00	32.00	53.00
IT Suite	Small	10	n/a	24.00	63.00	110.00	16.00	42.00	73.00
203	Small	12	10	15.00	48.00	80.00	10.00	32.00	53.00
204	Small	10	6	15.00	48.00	80.00	10.00	32.00	53.00
205	Small	16	16	15.00	48.00	80.00	10.00	32.00	53.00
206	Small	n/a	6	15.00	48.00	80.00	10.00	32.00	53.00

Tea & Coffee **90p** per head

Tea, Coffee, Juice and Biscuits **£1.15** per head

Alternatively Boiler & Crockery are available upon request

Up to 10 people £7.00

Up to 20 people £12.00

Up to 50 people £20.00

Other Notes