

Customer Booking Reference

(Office Use)

Purchase Order Number

(Customer Use)

ROOM RESERVATION FORM

Date of Meeting	
-----------------	--

Time of Meeting	From		Until	
-----------------	------	--	-------	--

	Ex Main Hall	Main Hall	Wesley Suite	Chapel	Café	Rosa Park Suite	Theatre	IT Suite	Soper Suite	Lucas Suite	Arthur Rank Suite	Crosby Suite
No. Of Attendees	Theatre 260 Café 120	B/R 40 Theatre 180 Café 84	B/R 22 Theatre 40 Café 24	B/R 22 Theatre 30	B/R 18 Theatre 35 Café 36	B/R 18 Theatre 20 Café 18	B/R 34 Theatre 90 Café 64	B/R 10	B/R 12 Theatre 10	B/R 10 Theatre 6	B/R 16 Theatre 16	Theatre 6
				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		Room Layout		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						
Wesley Suite	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
Rosa Parks Suite	Small	18	20	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
Soper Suite	Small	12	10	15.00	48.00	80.00	10.00	32.00	53.00
Lucas Suite	Small	10	6	15.00	48.00	80.00	10.00	32.00	53.00
Arthur Rank Suite	Small	16	16	15.00	48.00	80.00	10.00	32.00	53.00
Crosby Suite	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