

# Colden Common Community Centre Booking Form Commercial Bookings

<b>Name:</b>		<b>Organisation:</b>	
<b>Contact Tel no.</b>		<b>E-mail:</b>	
<b>Date of event:</b>		<b>Time of event:</b>	

Room to be hired:	Gloucester Hall	Patrick Moore Room	Bert Stratton Lounge
<b>Seating layout: Please tick or mark with an X</b>	Theatre		Theatre
	Boardroom		Boardroom
	Horseshoe U-Shape		Horseshoe U-Shape
	Classroom		Classroom
	Herringbone		Herringbone

<b>Delegate package:</b>	Whole day (minimum 20 persons)	Half Day (minimum 10 persons)	No of Hours
<b>Number of Delegates:</b>			

Equipment required:	Half Day	Full Day	No of Hours
Data Projector			
Projection Screen Only			
Data Projector & Screen (Can accept input from PC/laptop)			
Laptop Hire			
Portable PA System with 2 radio microphones and CD/Tape player			
Hearing Aid Loop for use In Gloucester Hall only			
Flip Chart + Marker Pen			

Extra Servings or individual portions if booking room only			
<b>Catering Requirements:</b>	Tea / Coffee	Biscuits	Light Working Lunch
<b>No of delegates</b>			