

**Booking Form for Business Events**

**Available to book between 8 a.m. and 10 p.m. 7 days a week**

Please allow for setting up and cleaning in your booking time. **Your booked arrival and departure times must be adhered to.** If rooms are not cleaned or are damaged a fee will be levied. This includes leaving food and washing and putting away dishes. It is unacceptable to arrive early or leave late. You may not use rooms you have not booked. Where rooms are used or facilities used that are not booked you will be charged.

We have 2 car parks, one opposite the front of the centre and one to the rear. Please advise your delegates to use these and respect our neighbour’s allocated spaces which have numbers painted in them. Emergency contacts are on the front door at the top right hand side. Please use them if you have any problems. If you are not sure which room is most suitable for you or you have any questions please give us a call or check our website.

**Payments should be made payable to Newcourt Community Association: Sort code 55-61-44 Account No: 72542276. You will be invoiced at the end of the month.**

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| **Room** | **Capacities**  | **Rate per Hour**  |
| **Green**  | 150 standing, approx. 100 theatre, with tables no. depends on layout | £20 |
| **Orange**  | 110 standing, approx. 80 theatre, with tables no. depends on layout | £18 |
| **Red**  | 30 standing, 30 theatre, approx. 15 boardroom / meeting | £15 |
| **Blue**  | 30 standing, , 30 theatre, approx. 15 boardroom / meeting | £15 |
| **Latte**  | Set up as consultation room for 3, can accommodate up to 8 max. | £10 |

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| **Name of Group /Purpose of Hire****As it should appear to delegates** |  |
| **Room Required** |  | **Number of people** |  |
| **Date** | Click here to enter a date. | **Arrival time** |  | **Departure** |  |
| **Name** |  |
| **Billing Address** |  |
|  |
| **Email** |  |
| **Phone / Mobile** |  |
| **Purchase Order No.**  | **MUST BE SUPPLIED** |

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| **Preferred Layout** | **Please Select** | **Additional Items** | **Rate** | **Please Select** |
| **Horseshoe of chairs** |[ ]  **Room Hire Total: Rate above x hours booked;** |  | £      |
| **Horseshoe tables & Chairs** |[ ]  **Room Set Up** | £10 |[ ]
| **Boardroom** |[ ]  **Tea, Coffee, Biscuits @ £1.50 per person, per day** | £1.50 | £      |
| **Theatre** |[ ]  **Digital Projector Hire** | £40 |[ ]
| **Classroom** |[ ]  **PA & Microphone Hire** | £40 |[ ]
| **Cabaret** |[ ]  **Flip Chart Stand (3 available, paper not supplied)** | £0 |[ ]
| **Other (please describe)** | [ ]  |  |  |
| **None \*** |[ ]  **\*Note: you may not be able to access any furniture if you chose ‘none’** | **Total** | **£** |

**I have read and agree to the terms and conditions:**

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| **Print** |  | **Sign** |  |

**Please print and sign and return to: Newcourt Community Centre, Blakeslee Drive, Exeter, EX2 7FN**

**Enquiries: T:** 01392 873560 **E:** info@newcourtcommunitycentre.com **W:** www.newcourtcommunitycentre.com