

Room Hire Booking Form

Invoice Name and Address:

Telephone No.....

Is your group – *Commercial/Funded/Non funded* (delete as appropriate).
To register as non-funded you should not receive any assistance from any
outside authority.

Date(s) room required

Time required – From To.....
(Please allow time for setting up and clearing away)

Total No of people attending.....

Equipment required – OHP/TV/VIDEO/FLIP CHART etc

Please specify

(Flip charts and stationery are available at competitive rates from our shop)

Room layout.....

Refreshments/Bufferet required –YES/NO (please delete)

Please specify requirements - Tea & Coffee, Water

Time buffet/refreshments required On Arrival.....

ROOM HIRE CHARGES:

Hourly rate

Daytime rates	- Non-funded groups	£5.50
	- Funded groups	£8.50
	- Commercial groups	£12.00
Evening rates		*£13.00
Weekend rates		*£14.00

* to be negotiated individually

Please return forms to:

Halton Play Council, 10 Mersey Road, Runcorn WA7 1DF
Telephone 01928 574087

**ALL CHEQUES SHOULD BE MADE PAYABLE TO
HALTON PLAY COUNCIL LTD**