

# BAY 20 BOOKING FORM

<b>Name</b>			
<b>Organisation</b> (if applicable)			
<b>Invoice Address</b>			
<b>Post Code</b>			
<b>Purchase Order No.</b> (if applicable)			
<b>Telephone</b>			
<b>Email</b>			
<b>Twitter</b>		<b>Facebook</b>	
<b>How did you hear about us?</b>			

Please tick one (if applicable):

<b>Local Resident</b>	<input type="checkbox"/>	<b>Community Group &lt; 5 paid staff</b>	<input type="checkbox"/>
<b>Residents Association</b>	<input type="checkbox"/>	<b>Community Group &gt; 5 paid staff</b>	<input type="checkbox"/>
<b>Statutory Organisation</b>	<input type="checkbox"/>	<b>Commercial Business</b>	<input type="checkbox"/>

**Room Hire** (please indicate which room/s you will require)

<b>Room 1</b>	<input type="checkbox"/>	<b>Room 2</b>	<input type="checkbox"/>	<b>Room 3</b>	<input type="checkbox"/>	<b>Room 4a</b>	<input type="checkbox"/>	<b>Room 4b</b>	<input type="checkbox"/>	<b>Room 4a+4b</b>	<input type="checkbox"/>	<b>Café Space</b>	<input type="checkbox"/>
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DETAILS OF PERSON RESPONSIBLE OF THE EVENT	
<b>Name</b>	
<b>Telephone/Mobile</b>	
<b>E-mail</b>	

ABOUT THE EVENT		
<b>Date of booking:</b>		
<b>Time required</b> (to include set up and clear up time)  Please note that you <b>will not</b> have access to the room prior to or after the times requested.	<b>Set up Start Time:</b>	
	<b>Event Start Time:</b>	
	<b>Event Finish Time:</b>	
	<b>Clear up Finish Time:</b>	
	<b>Total Duration:</b>	
<b>Type of activity/event</b>		
<b>Number of people expected</b>		
<b>Will the event be open to the public?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Are you planning to serve alcohol?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

WILL YOU REQUIRE ANY OF THE FOLLOWING?		
Kitchen (Free)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Sound System – CD & MP3 (£10)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Flipchart & paper (£5)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Projector & Screen (£10)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Number of Tables required (15 available)		
Number of Chairs required (50 available)		
Are you planning to bring any additional equipment/furniture/caterers to the event?	<i>Please describe:</i>	

**I confirm that I am/are over 18 years of age;** I have read and understood the hires policy, which accompanies this document. By signing below I agree to comply with the terms and conditions set out in the hires policy.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

I am the person who is responsible for co-ordinating and will be present at the event.

I am the person who is responsible for co-ordinating but will not be present at the event.

Please note this form is used in conjunction with the Hires Agreement for BAY 20. Only when this agreement is signed will this application become a contract between the Hirer and BAY 20.

**Please return this form completed to:**

**BAY 20**  
**71 St Mark's Road**  
**London W10 6JG**  
**T: 020 3579 0384**

[bookings@bay20.org](mailto:bookings@bay20.org)  
[www.bay20.org](http://www.bay20.org)