

ROOM BOOKING

Contact Person:	
Organisation:	
Room booking use:	
Phone number:	
Billing email:	
Billing address:	

	Training Room 1	Training Room 2	Office 1 & 1a	Office 2	Office 3	Gallery	Kitchen	Writers Room	Garden Room	Music Studio
Room Type										

	Date	S: Single R: Reoccurring	If Recurring End Date	Time In	Time Out	Total Hours	Cost	
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Equipment	Projector hire \$50.00/day, Screen 2m x 2m \$50.00/day or large TV \$50 per day (projectors included in training rooms 1 & 2)							
Key Deposit	\$20.00 refunded when key returned							
Catering	Tea/Coffee \$1.00 pp, with biscuits \$1.50 pp							
Payment Method: Cash, Eft, Invoice					Total Amount			

Office Use Only	Key Arrangement	Equipment Hire	Room Set Up How Many Tables/Chairs	Cleaning	Number of People	Follow on Cleaning	Entered in Skedda?
Y/N/NA							
Payment Rate							

Organisation Representative Signature:		Date:	___/___/___
CRC Representative Signature:		Date:	___/___/___

Please note that by signing this agreement your group will be responsible for returning the Room to an appropriate level of tidiness at the end of your booking. The Denmark Community Resource Centre reserves the right to charge additional cleaning fees as appropriate. In the event of any damage to our facilities you will be charged with the cost of repair. Please be aware that you need your OWN public liability insurance for the activities you are running in our venue. Our public liability insurance is not covering your activities.