

**EXTERNAL ROOM BOOKING FORM**

Heath Training and Development Centre

Day/Date of Event: \_\_\_\_\_ Room(s)\_\_\_\_\_

Full Title of Event (as indicated to delegates)

\_\_\_\_\_

Name: \_\_\_\_\_ Tel/Ext: \_\_\_\_\_

Address to be invoiced: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Name of Facilitator on the day: \_\_\_\_\_

***(May we recommend that a copy of the booking/catering details be given to the above named person to ensure timings for the day are consistent with what has been booked)***


Number attending including facilitator(s): \_\_\_\_\_

**(Setting up time and clearing, must be included)**

Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_

Official Order Number: \_\_\_\_\_ Expenditure Code: \_\_\_\_\_

***(CMBC Services. A booking will not be allocated without an official order number or expenditure code)***

For all your catering  requirements please ring 01422 392367/8.

**Terms and conditions – a full copy is available on request**

Cancellation of a room within 1 week of the date will incur full cost of the room(s)

No external catering allowed

Minimum room hire booking 2 hours

Please turn over and complete the back of form for your specific requirements and return to The Receptionist, Heath Training and Development Centre, Free School Lane, Halifax, HX1 2PT or fax to **01422 394169**.

Signed ..... Date .....

## EXTERNAL ROOM BOOKING FORM cont...

ROOMS AVAILABLE FOR HIRE				
TRAINING ROOM	PRICE PER HOUR (minimum booking 2 hours)	MAXIMUM CAPACITY	STYLE	ROOM(S) required Please tick
A	£14.00	20/30	BOARDROOM	
B	£14.00	20/30	BOARDROOM	
C	£14.00	25	INFORMAL	
D	£14.00	25	INFORMAL	
E	£14.00	25	INFORMAL	
F	£14.00	20	BOARDROOM	
H	£14.00	10	BOARDROOM	
L	£25.00	40	CAFE STYLE	
N	£25.00	50	CAFE STYLE	
K	£14.00	10	EXECUTIVE BOARDROOM	
HALL	£35.00	84	CAFE STYLE	
MEZZANINE	£25.00	50	CAFE STYLE (Not wheelchair accessible)	

**Please note Audio visual equipment other than the hirer's own personal Laptop must not be used in the Centre. OHP/OHP screen, flipchart paper and pens are NOT included in the price of the room**

If you require variations to the standard room layout please ring the Receptionists on Halifax (01422) 394068 to discuss your requirements.

AVAILABLE FOR HIRE (per booking)			
	Price	Please tick as required	Please stated number required
P/Point (Dig Proj & Laptop)	£50.00		
Interactive Whiteboard	£42.00		
TV & Video	£26.00		
Tape Recorder	£26.00		
CD Player	£26.00		
PA System + 2 microphones	£42.00		
DVD Player	£26.00		
OHP	£ 6.50		
Digital Presenter	£ 6.50		

AVAILABLE TO PURCHASE			
		Please tick	Number required
Flipchart pads	£4.50		
Flipchart pens (pack of 6)	£6.50		