

**Room Hire Booking Form**

|  |  |
| --- | --- |
| Name: | First time hirer [ ]  |
| Organisation (if applicable): |
| Type of organisation: Public Sector / Registered Charity / Business / Other  |
| Charity No. (if applicable): |
| Address: |
| Telephone No: | Email address: |

**Booking Details**

|  |  |  |
| --- | --- | --- |
| Date for booking:  | Time from: | Time to: |
| Space required: Training Kitchen [ ]  Production Kitchen [ ]  Community Space [ ]  |
| Nature of use: | Private event [ ] Open to the public [ ]   |
| Room configuration: Theatre style (chairs in rows) [ ]  Other [ ]  (please specify): Chairs around tables [ ]   |
| Number of people expected:  |
| Refreshments: Water [ ]  Tea/coffee/biscuits [ ]  Number required:  |
| Any special dietary / access requirements:  |

I have read and understood Greener Kirkcaldy’s terms and conditions [ ]

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Office Use

|  |  |
| --- | --- |
| Processed by: | Date invoice sent: |
| Cost: | Date paid: |
| Comments: |