

**Room Hire Booking Form**

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| --- | --- | --- |
| 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: | |