



Dalgarno Trust
1 Webb Close, Dalgarno Way
London W10 5QB

CORPORATE FUNCTIONS BOOKING FORM

Full Name _____

Address _____

Postcode _____

Telephone _____

Email
(essential for booking confirmation) _____

Date of Hire _____

Purpose of Function _____

Function Time	Set-up	Start	Finish	Clean-up	Total hours

Total stewarded hours _____

Number of Guests _____

ROOMS

Room	Café	Garden Room	Hall	White room	Cyber Space room	Headspace room	Outside
Capacity	50 people	40 people	200 people	40 people			n/a
Price (includes steward)	£40 /hour	£40 /hour	£50 /hour	£40 /hour	£20 /hour £40 / hour with laptops	£20 /hour	£15 /hour
Tick rooms required							

Additional rooms may be added for £20.00 p/hr (excludes Hall). Please tick below as required:

Café	Garden Room	White room	Kitchen

Requirements

	Yes	No
Banquette Tables		
Café tables (Please state how many needed)		
Chairs (Please state how many needed)		
Use of the lift (Maximum 680kg)		
Fridge		

Documents required by Dalgarno Trust before booking commences

Risk Assessment

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Insurance document

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Payment Details

By invoice. Bank details:

The Dalgarno Neighbourhood Trust, Lloyds Bank plc, Notting Hill Gate. Account number 01052641, sort code 309619

Failure to pay according to the schedule will result in the booking contract being cancelled.

	Date paid	Received by	Signature
Deposit 10% of total			
Hire Total £			
TOTAL £			

	Date	Signature
Deductions from deposit £		
Refunded deposit £		

Signed

Print name

Date

If you have any further enquiries regarding your booking please contact Pam on:

pam@dalgarnotrust.org.uk

020 3398 1830

