



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

## PRIVATE 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	Sports Hall	White room	Cyber Space room	Headspace room	Playground
Capacity	50 people	40 people	200 people	40 people			n/a
Price (includes steward)	£40 /hr	£40 /hr	£50 /hr	£40 /hr	£20 /hr £40 /hr with laptops	£20 /hr	£15 /hr
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
Tables (Please state how many are needed)		
Chairs (Please state how many are needed)		
Use of the lift (Maximum 680kg)		
Fridge		

## Payment Details

	Date paid	Received by	Signature
<b>Deposit</b>	<b>£100 cash</b>		
<b>Hire Total</b>	£		
<b>TOTAL</b>			

	Date	Signature
<b>Deductions from deposit</b>		
£		
<b>Refunded deposit</b>		
£		

Signed \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

PLEASE NOTE THAT ROOM  
CAPACITY IS REDUCED DURING  
COVID-19 RESTRICTIONS

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

[pam@dalgarnotrust.org.uk](mailto:pam@dalgarnotrust.org.uk)

020 3398 1830