



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 _____

Number of Guests _____

Function Time – please allow 1
hour each for setting up and
clearing up

Set up (£10/hour)	Start	Finish	Clean up (£10/hour)	Total hours

ROOMS

Room	Café	Garden Room	Hall	White room	Cyber Space room	Headspace room	Playground
Capacity (may be lower if Covid restrictions in place)	50 people	40 people	200 people	40 people	6 people	10 people	n/a
Price (Weekdays)	£40 /hr	£40 /hr	£50 /hr	£40 /hr	£20/hour or £40/hour with laptops	£20 /hr	£20 /hr
Price (Weekends and weekdays after 5pm)	£45 /hr	£45 /hr	£55 /hr	£45 /hr	£25/hour or £45/hour with laptops	£25 /hr	£20 /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
BanquetteTables (Please state how many needed)		
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

Insurance document

Payment Details

By invoice. Bank details: The Dalgarno Neighbourhood Trust, Lloyds Bank plc, Notting Hill Gate. Account number 01052641, sort code 309619. £100 cash deposit, payment in full due 7 days before the event.

Signed

Print name

Date

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

pam@dalgarnotrust.org.uk, 020 3398 1830

This section is to be filled by Dalgarno Trust staff

		Date paid	Received by	Signature
Deposit	£100 cash			
Steward hours at £10/hour	£			
Hire Total	£			
TOTAL	£			

		Date	Signature
Deductions from deposit	£		
Refunded deposit	£		

