



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 _____

Number of Guests _____

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

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

ROOMS

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

Chairs (Please state how many are needed)		
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Use of the lift (Maximum 680kg)		
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Fridge		
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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

020 3398 1830

This section is to be filled by Dalgarno Trust staff

Payment Details

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

		Date	Signature
Deductions from deposit	£		
Refunded deposit	£		

