



Dalgarno Trust, 1 Webb Close, London W10 5QB

CORPORATE FUNCTIONS BOOKING FORM

Name	
Address	
Postcode	
Telephone	
Email (essential)	
Date of hire	
Purpose of function	
Number of guests	

Function time – please allow one hour each for setting up and clearing up

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

Rooms

Room	Café	Garden Room	Sports Hall	White Room	Cyber Space Room	Head Space Room	Playground
Capacity	50 people	40 people	200 people	40 people	6 people	10 people	N/A
Price Weekdays 9-5	£40/hour	£40/hour	£50/hour	£40/hour	£20/hour or £40/hour w/laptops	£20/hour	£20/hour
Price Weekdays after 5 & Weekends	£45/hour	£45/hour	£55/hour	£45/hour	£25/hour or £45/hour w/laptops	£25/hour	£25/hour
Tick rooms required							

(additional cost out of office hours covers a steward)



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Additional rooms may be added for £20/per hour (excludes sports hall). Please tick as required.

Café	Garden Room	White Room	Cyber Space Room	Head Space Room	Playground

Requirements

	Yes	No
Banquette tables (how many needed?)		
Café tables (how many needed?)		
Chairs (how many needed?)		
Use of the lift (Max weight 680kg)		
Fridge		

Documents required by Dalgarno Trust to secure the booking:

Risk assessment Insurance document

Payment details

By invoice or Bacs. Bank details: Dalgarno Trust, Lloyd bank plc, Notting Hill Gate. Account number 01052641, sort code 309619. Payment in full 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

To be filled in by Dalgarno trust staff

	Amount	Date paid	Received by	Signature
Steward hours at £10/hour	£			
Hire total	£			
Total	£			
Damage incurred/ Late cancellation fee	£			



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