



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	Kitchen	Cyber Space Room	Head Space Room
Capacity	50 people	40 people	200 people	40 people	N/A	6 people	10 people
Price Weekdays 9am -5pm	£45/hour	£45/hour	£55/hour	£45/hour	£30/hour	£25/hour or £40/hour w/laptops	£25/hour
Price Weekdays after 5 & Weekends	£55/hour	£55/hour	£65/hour	£55/hour	£35/hour	£35/hour or £45/hour w/laptops	£35/hour
Tick room required							

The additional cost out of office hours covers a steward. The increased fee outside of office hours cover a steward. Depending on the nature of the function, The Dalgarno Trust may decide that more then one steward is required, which the hirer will pay at £10 per hour.

Additional rooms may be added for £30/per hour (excludes sports hall). Please tick as required.

Café	Garden Room	White Room	Kitchen	Cyber Space Room	Head Space Room



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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		

The following are available at an extra charge:

Laptops - £15 each	
Tea, coffee & biscuits - £25	
Projector and small screen - £20	
Projector and large screen - £30	
Total cost for add-ons:	

Documents required by Dalgarno Trust to secure the booking: Risk assessment

Insurance document

Payment details

A 20% discretionary reduction in venue hire cost is available to registered charities and CICs.

By invoice or BACS. Bank details: Dalgarno Trust, Lloyds 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 enquiries regarding your booking please contact Pam on pam@dalgarnotrust.org.uk, 020 3398 1830

To be filled in by Dalgarno trust staff

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