

Meeting and training room facilities



Care & Repair Cymru

Booking form

Details

Organisation

Date of room hire

Contact name

Telephone number

Email address

Room options



Full day

8:00am - 5:00pm



Half day

8:00 - 1:00pm



Half day

1:00pm - 6:00pm



Hourly

up to 2 hours

Number of delegates

Room layout

Board

Theatre

Cabaret

Equipment required

Telephone

Projector

Laptop

Other (please specify)

Meeting and training room facilities



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Catering requirements

Will you be providing catering

Yes

No

If yes, what time is this being delivered

Tea and coffee required?

Yes

Yes,
with biscuits

No

On arrival

Time

AM

Time

PM

Time

Other information

Administration use only

Date of room hire

Room allocation

Completed by

Date given to finance

Authorised budget holder

Room booked by

On (date)

Confirm by email

Yes

No

Date

Please tick

Full day

Half day

Hourly

Tea/coffee

£1

£1.50

No of delegates

TOTAL AMOUNT INVOICED (£)

Return to events@careandrepair.org.uk