

InVOLve House

Room Hire Booking Form

Personnel Use Only	
Invoice Number	
Date Paid	

Dates required	
Duration Times	

Contact Name			
Contact Number			
Contact Email			
Address:		Invoice Address:	
Purpose			
Number Expected			
Number Required	Chairs		Tables

Small Room	
Large Room (30+)	

Layout of Room:
Equipment:
IT Requirements:

Flipchart		Markers		Lectern		Projector		Speakers	
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Refreshments (details)

Costs

Room	
Refreshments	
Photocopies	
Equipment	
TOTAL COSTS	
<u>Less</u> DEPOSIT	
REMAINING TOTAL	

Room Hire Incidentals

Photocopying	
Black/White (A4)	15p per copy
Black/White (A3)	30p per copy

Refreshments	
Tea/Coffee/Scones	£2 per person
Tea/Coffee/Biscuits	£1.30 per person

Room Hire Prices		
Large Room (Function Room)		
	Non-Charity Rate	Charity Rate
Day	£35 per hour	£25 per hour
Evening / Weekend	£45 per hour	£35 per hour
Small Room (Room 1, Room 2 + Boardroom)		
	Non-Charity Rate	Charity Rate
Day	£12 per hour	£12 per hour
Evening / Weekend	£22 per hour	£22 per hour

*Please confirm the room 1 week in advance.
Cancellation fee: 25% of the total cost if cancelled less than 7 days before the event.*

**InVOLve House ~ 16-20 Queen Street, Magherafelt, BT45 6AB
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