

Meeting Room Booking Form

Thank you for hiring the Free Churches Group meeting room. Please fill in the following information and return to (thandar.tun@freechurches.org.uk). **7 working days prior notice is required regarding cancellation, otherwise a charge of 20% of the total cost is required.**

Organiser & Address	Contact Name, Email & Telephone Number

Are you: FCG Member Church/ NGO / Charitable Organisation? If Charitable Organisation, please provide Charity Register Number.

Name of Meeting/ Conference/ Event	Number of Delegates

Date required	Time	Board Room (10-30 persons) West-Wing (5-12 persons) (Available in Board room style setting)

Catering Refreshments (Refreshments)
Complimentary refreshments, tea, coffee and mineral water, provided throughout the meeting.

Catering Requirements: Standard or Deluxe Business Lunch/ Dietary Requirements/ Time

Other Requirements

Name & Signature of Budget Holder	Date