



Date form received:

## Bookings Form

For all external organisations wishing to book their event at Chapel FM. Please complete as appropriate and sign on page 3 return to Fuzzy Jones.

### About you

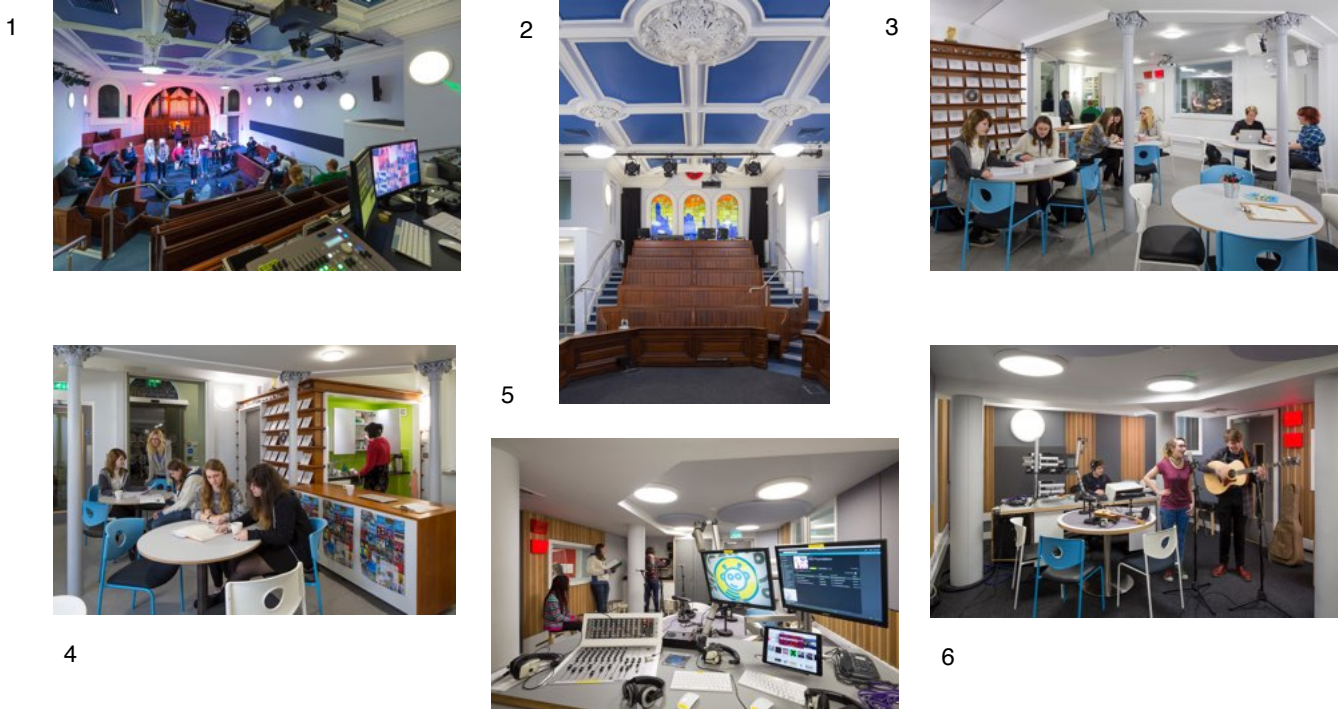
Name of Organisation	
Address of Organisation	
Postcode	
Contact Name	
Telephone No.	
Email	

### About your event

Details of your event	
Date of booking	
Time the room is required for <i>including time for set-up and clearing away</i>	<b>Please note</b> *for evening bookings, we recommend your event finishes at 9.30pm (at the latest). This gives us enough time to close the building afterwards.
Number of people <i>including all participants and staff on the day</i>	
Main contact on day - mobile number	
Cost agreed	<b>Please note</b> *we have to charge vat at 20% on all bookings.
Contact for invoice - name & email address	

### Rooms available

We have a radio theatre, an open space/café area, two studios and possible access to the Church Hall space next door. Our radio theatre can be set up to the layout you require. e.g. meeting layout, conference layout or concert layout etc. (pics from left to right)



### Rooms required

If booking the Radio Theatre, please state the layout you require.

Please tick

Radio Theatre (pic 1 & 2)		
Open Space/Café area (pic 3 & 4)		
Studio 1 (pic 5)		
Studio 2 (pic 6)		
Church Hall space (not pictured)		

### Your Requirements

<p><b>Will you need use of any technical equipment on the day? Please state.</b>  <i>e.g. screen and projector, sound desk, lighting desk, microphones, flipchart/stand etc</i></p>	
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<b>Do you need technical support?</b>	
<b>Do you require refreshments?</b> e.g tea, coffee, biscuits etc.	<i>*In our experience people want refreshments and we can supply this for a one off charge of £30.</i>
<b>Catering needed?</b> Yes/No	

We may contact you for additional information

### What Chapel FM will do:

- Open and manage the building for you.
- Have staff on hand if you need anything.
- **Supply any refreshments and equipment only if requested.**
- If there is a medical emergency, staff will arrange medical treatment as necessary.
- Once you fill in this form we will give you a full costing for your booking and invoice you on the day.
- We will inform you of any planned fire drills/tests on the day.  
Therefore if you hear the fire alarm, please evacuate yourself and your delegates on the grassy area outside Chapel FM.

### What we are asking from you...

- We do not have a car park on site. However, you can park on York Road and we ask that you encourage your delegates to do the same.
- **Please do not block fire exits**
- Make sure that you hire the space for the **full** time you require - this includes the time it will take you to set-up and clear away the space on the day of the booking.
- **Please be aware that there may be additional charges if the session overruns.**
- Please respect the space and leave it clean and tidy.
- Please pay your invoice within 28 days.

We have read and agree to the above details:

<b>Signature (please tick to confirm)</b>	
<b>Print Name</b>	

Should you require any further information please contact our Centre manager Fuzzy Jones on 0113 2255944 or [fuzzy@headstogether.org](mailto:fuzzy@headstogether.org)

**Directions at:** <http://www.chapelfm.co.uk/contact>