

ROOM HIRE REQUEST



building a foundation for life

Name of Hirer: _____

Job Title: _____

Organisation: _____

Address: _____

_____ Postcode: _____

Phone: _____ Email: _____

Date(s) Required: _____

Activity / Event: _____

Hire Charges:

Full Day (9.00am – 5.00pm): _____ @ £60 per day (inc. unlimited tea and coffee)

Half Day (9.00am – 12.30pm): _____ OR 1.00pm – 4.30pm) _____ @ £40 per day

Hourly Rate: _____ @ £20 per hour

Equipment: (Additional charge of £5 per item)

Data Projector: _____ White Board: _____ TV & Video: _____ Flip Chart & Pens: _____

Additional Requirements: _____

PLEASE NOTE: Your booking is subject to availability and will be confirmed when we have received your completed booking form together with full payment.

We require **seven** days notice in the event of cancellation, otherwise the hirer will be charged at full cost.

Please make cheques payable to: "Liverpool ADHD Foundation Ltd" and post along with this completed Room Hire Request to the address below.

Thank you.

Liverpool ADHD Foundation Ltd,
John Archer Hall, 68 Upper Hill Street, Toxteth, Liverpool, L8 1YR
tel: 0151 709 4239 fax: 0151 708 9805
email: info@liverpooladhd.org.uk web: www.liverpooladhd.org.uk
Registered Charity No: 1120898
Company Limited by Guarantee No: 5368328