

Cotswold Care Hospice Education Department Room Hire Booking Form

Contact name:	
Company name:	
Company address:	
Telephone number:	
Fax number:	
Email address:	

Name of facilitator:			
Name of event:			
Date and time of hire:			
Room(s) required:	Conference Room	Meetings Room	Education Suite
Numbers expected:			

Equipment requirements (please tick):

Interactive whiteboard (Conference Room only)	<input type="checkbox"/>	Overhead Projector	<input type="checkbox"/>
Laptop	<input type="checkbox"/>	TV & video	<input type="checkbox"/>
Laptop & projector (Meetings Room)	<input type="checkbox"/>	Whiteboard & Pens	<input type="checkbox"/>
Flipchart & pens	<input type="checkbox"/>		<input type="checkbox"/>

Please return to Diane Ponting at the address below to secure the booking.

I have read all of the enclosed information and agree to abide by the stated terms.

Signature:

Date:

Cotswold Care Hospice • Burleigh Lane • Minchinhampton • Gloucestershire • GL5 2PQ
Tel: 01453 886868 • Fax: 01453 885282 • Website: www.cotswoldcare.org.uk
Registered Company Limited by Guarantee Number 2213662 • Cotswold Care hospice is a Registered Charity No. 298627