

SPACE BOOKING APPLICATION

BOOKING REFERENCE:

Name:

Organisation:

Address:

Email:

Telephone:

Mobile:

Event Enquiry

Date of event:

Activity:

Start time:

End time:

Nature of event:

Set up/get in time:

Library of interest:

What space is required/booked? (E.g. entire library, meeting room 1)

Layout:

Numbers attending:

Catering requirements:

Technical requirements (E.g. projector, screen, PA):

Are you aware of any access requirements?

Yes


No

Unsure

Is there anything else you would like to tell us, or request for your event/activity?

Please scan and return this form to events@camden.gov.uk

For office use – Requirements and Costs

Booking reference:		
Date of event:		
Client:		
Contact number:		
Expected attendance:		
Fees and charges: (per hour)	Room hire:	£
	Technical:	£
	Catering:	£
	Security:	£
	Other:	
	Total:	
LBC internal cost code:		
Date contract issued:		
Date contract returned:		
Signatures		
Client:	Sign	Print name
Centre manager:	Sign 	Print name:
Date:		

Please refer to your contract for full terms of payment and cancellation fees.