

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.