

<b>Room Hire Booking Form - Rates applicable from 01/10/2023</b>			The Orchard, Alverton, Penzance, Cornwall, TR18 4TE Tel: 01736 334820/365016 Email: penzanceadmin@ymcacornwall.org		
<b>BOOKING DETAILS (person making the booking)</b>			<b>INVOICE DETAILS (If credit agreed)</b>		
<b>NAME:</b>			<b>NAME:</b>		
<b>ORGANISATION:</b>			<b>ORGANISATION:</b>		
<b>PHONE:</b>			<b>PURCHASE ORDER NUMBER:</b>		
<b>EMAIL:</b>			<b>PHONE:</b>		
<b>ADDRESS:</b>			<b>EMAIL:</b>		
<b>ADDRESS:</b>			<b>ADDRESS:</b>		
<b>CONTACT FOR DAY OF BOOKING (if different from above)</b>					
<b>Name:</b>			<b>Phone Number:</b>		
<b>Sign to confirm you have read and understood our Terms &amp; Conditions:.....</b>					
<b>Date Required:</b>		<b>No of weeks:</b>	<b>Date from:</b>		<b>Date to:</b>
If multiple dates are required for the same room & same set up, please detail them here:					Number of attendees: Purpose of booking:
<b>Please tick which room you require:</b>				<b>Room Layout Required – Detail below</b>	
<b>Space</b>	<b>£ p/hr</b>	<b>Times Required</b>	<b>Hire Cost</b>		
Dance Studio 1	£12.50			<b>Number of Chairs:</b>	
Dance Studio 2	£12.50			<b>Number of Tables:</b>	
Board Room 1	£10.00			<b>Layout Requirements:</b>	
Board Room 2	£10.00				
<b>Equipment:</b>	<b>Cost</b>	<b>Tick if required</b>	<b>Hire Cost</b>		
Projector	£10				
Screen	£5				
Flip Chart & paper & pens	£5				
White Board & pens	£5				
<b>Refreshments required:</b>		<b>Detail below times required, frequency and for how many people</b>		<b>The Admin Team will confirm costs when confirming your booking</b>	
Urn/Kettle hire & Unlimited Tea/Coffee	£7.50/£2.5 + £1.50pp			£	
Urn or Kettle (own tea/coffee etc. to be supplied)	£7.50/£2.50			£	
Catering/other refreshments – see menu sheet	Please discuss with the admin team if required.			£	
<b>TOTAL BOOKING FEE:</b>		<b>£</b>	<b>Date Pd</b>	<b>Method</b>	<b>To Invoice</b>
<b>CANCELLATION FEES</b>			<b>PAYMENT – See Terms &amp; Conditions</b>		
15 days or more beforehand – nothing payable 8-14 days beforehand – 50% payable of full booking 0-7 days beforehand – 100% payable of full booking  Bank Details: Account Name: YMCA Cornwall Sort Code :40-52-40 Account Number: 00010268			<b>Privacy Notice</b> Here at YMCA Cornwall we take your privacy seriously and will only use your information to provide information and services that you have requested from us. However, from time to time, we would like to contact you with details of other activities and services that we provide. Should you wish to be removed from our database, please tick here <input type="checkbox"/>		