



## BOOKING FORM FOR USE OF MSVA FACILITIES & RESOURCES

### Contact details

Name of organisation .....

MSVA member group     
  Local community group     
  Commercial

Address & postcode .....

..... Tel No .....

Name of main contact person .....

Position held in organisation (e.g. chairperson/secretary) .....

**Email address** .....

All MSVA communication will be by e-mail. If you require paper copies of invoices etc. then an additional charge will be made.

ROOM HIRE		MSVA member group	Local community group	Commercial organisation
<b>Community Room</b>	All days and times.	£15.00 per hour	£18 per hour	£20 per hour

## Community Room Booking

Dates required .....

Times: Start ..... am / pm Please include set up time

Finish ..... am / pm Please include break down time

Brief description of activities, e.g. training, board meeting, community social group

.....

### Additional facilities required during room hire:

- |                    |                          |                               |
|--------------------|--------------------------|-------------------------------|
| Kitchen            | <input type="checkbox"/> | Please bring own refreshments |
| Overhead projector | <input type="checkbox"/> | £7.50                         |
| Flip chart         | <input type="checkbox"/> | £3.00                         |

## Resources booking

Date resources required .....

- Overhead projector
- Projector screen
- Flip chart, paper & pens
- Display boards
- Postal service

I understand that use of any MSVA facilities and resources is subject to the MSVA terms and conditions of use which I have received and read. I agree to comply with and be bound by these terms and conditions of use and confirm that I have authority to sign on behalf of the above organisation.

Signed .....

Date .....