



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
Community Room	Mon – Fri 9am – 11pm & Weekends	£12.50 per hour	£14 per hour	£18 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

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Additional facilities required during room hire:

Kitchen Please bring own refreshments

Overhead projector £7.50

Flip chart £1

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