

**Central Community Centre and Health Hydro**

**Booking Form**

|  |  |  |
| --- | --- | --- |
| **Title**  | **First Name**  | **Surname**  |
|  |  |  |
| **Organisation**  |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone** |  |
| **E-mail** |  |

|  |  |  |
| --- | --- | --- |
| Date(s) of proposed booking  | Times of booking  | Booking title  |
|  |  |  |
|  |  |  |
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|   |  |  |
|  |  |  |
|  |  |  |
| Which space(s) do you require? |  |
| Small Meeting Room  |  |  |
| Main Hall  |  |  |
| Large Meeting Room  |  |  |
| Activity Room (Health Hydro)  |  |  |

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| If you would like the space set up please give details below (e.g. theatre style, boardroom etc) |
|  |
| Number of attendees:  |  |

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| Do you require any of the following (see price list):  |
| Projector and screen  |  |
| PA system  |  |
| Flip chart stand |  |
| Flip chart paper  |  |
| Flip chart pens  |  |
| Tea and coffee  |  |
| Tea, coffee and biscuits  |  |
| Buffet lunch |  |

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| Alcohol (a separate Temporary Event Notice may be required at an additional cost): |
| Available for sale | *Yes*  | *No* |
| Available for consumption  | *Yes*  | *No* |

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| Please select one of the following: |
| Private functions (such as birthday parties) | Local voluntary and community sector | Statutory Sector | National voluntary/charity sector | Commercial  |
|  |  |  |  |  |

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| --- |
| Please let us know if you have any other requirements: |
|   |

**Please return all booking forms to one of the following:**

The Mechanics’ Institution Trust

Head Office

Community Centre bookings

Health Hydro

Milton Road

Swindon

SN1 5JA

[centralcommunitycentre@mechanics-trust.org.uk](centralcommunitycentre%40mechanics-trust.org.uk)