

**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 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Which space(s) do you require? | |  |
| Small Meeting Room |  |  |
| Main Hall |  |  |
| Large Meeting Room |  |  |
| Activity Room (Health Hydro) |  |  |

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

|  |  |
| --- | --- |
| 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 |  |

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

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

|  |
| --- |
| 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>