



Cheltenham Area Civil Service Club, Tewkesbury Road, Cheltenham, GL51 9SL.
Tel/Fax: 01242 680424 Email: conference@cacssa.co.uk

HIRE OF FACILITIES BOOKING FORM

Hirers Name

Contact/Day Member Name

Hirers Address

Town

Postcode

County.....

Tel:.....

Email.....

Mobile.....

REQUIREMENTS

Please write clearly to enable us to meet your requirements correctly

Date Required:

Approx Numbers:

(These may be adjusted no later than 48hrs before the event)

Access Time Required?

From:

To:

(Hourly rate charged from access time: Venue opens at 8.30am)

Type/Title of Function:

Type of Room Set-up:

(Theatre, Boardroom, Cabaret, D Shape):

Equipment Required:

(Flip Charts, OHP, Projector, Tele/Video, PA, etc.):

Bar Required:

Yes/No

(£15.00) 1230-1400hrs

Food Required:

Times Required:

(Minimum 4 days notice required)

Teas/Coffees:

Times Required:

Soft Drinks:

Times Required:

A Deposit of £60.00 is payable for the booking to be confirmed. (*Refundable on Billing*).

Cheques made payable to :- CACSSA.

Thank you for your enquiry.

Diane Thompson. (Conference Manager).