**ROOM BOOKING FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Booking Name:****(e.g. group name)** |  |
| **Email Address:** |  | **Contact Number:** |  |
| **Address:** |  |

By completing this form, you acknowledge that your data will be kept on file for the duration of your booking, and it will be stored and disposed of in a GDPR compliant manner. We will not use the data for any other purpose than to contact you with respect to your booking. If you wish for your data to be removed from our records, please contact the centre at arts@castleparkarts.co.uk. Tick the box to confirm that you understand and accept: [ ]

**BOOKING REQUIREMENTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Room:** | **Gallery 1** | **Gallery 2** | **Gallery 3** | **Craft Room2** | **Other****Specify in specific dates** |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

**DATES/DAYS:**

**Ongoing Booking:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Weekly** | [ ]  | **Day:** |  | **Start Time** |  |
| **Monthly** | [ ]  | **End Time** |  |
|

OR **Specific Dates:**

|  |  |
| --- | --- |
| **Provide all required dates here:** |  |

**ROOM LAYOUT:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Classroom** | **U-Shape** | **Boardroom** | **Theatre** | **T-Shape** | **Other,** **specify in notes** |
| [ ]  | [ ]  | [x]  | [ ]  | [ ]  | [ ]  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Number of** **chairs required:** |  | **Number of tables required:** |  | **Expected Maximum Headcount:** |  |
| **Notes on room layout:** |  |

**ADDITIONAL REQUIREMENTS (Contact the Arts Centre to discuss additional costs involved):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Urn:** | [ ]  | **Catering:** | [ ]  |
| **Projector & Screen:** | [ ]  | **Mobile Whiteboard:** | [ ]  |
| **Speakers:** | [ ]  | **Access to courtyard** **(G2 only):** | [ ]  |

**Continued overleaf for notes**

|  |
| --- |
| **Notes on additional requirements:** |