

Please complete the information below and return directly to the Ecumenical Centre or by email to bookings@the-eccy.co.uk

Name:					
Address:					
Telephone:					
Email:	*required for invoicing				
Nature of Event:					
Desired Room:					
No of Attendees:					
Requested Date:		Requested Start Time:		Requested Finish Time:	

Refreshments can be provided at an additional cost, determined on an individual basis:

Refreshments:	Yes/No	If Yes, for how many?:	
Note: Please advice of any dietary requirements at time of booking.			

Additional Requirements can be provided at an additional cost. Enquire for pricing.

Room Layout:			
Additional Equipment:			
Other Requirements:			
Please indicate that you have read the licence agreement available on our website			<input type="checkbox"/>

A deposit may be required at the time of booking of up to 50% of the hire fee, subject to a minimum of £10 to cover administration costs. Prices are inclusive of VAT.

We reserve the right to charge the following cancellation fees:
 More than 14 days notice: full refund less administration fee of £10
 7-15 days notice: 25% charge
 3-7 days notice: 50% charge
 2 days or less: full charge