

BARTON & TREDWORTH COMMUNITY TRUST
THE TRUST CENTRE, CONDUIT STREET, TREDWORTH, GLOUCESTER, GL1 4XH

BOOKING FORM

Booking

Room:

Date: Time from: to:

Name/Company:

Purpose of event/meeting:

For invoice purposes

Name/Company Address:

..... Postcode:

Tel: Fax:

Booked by:

Signed:

DD/Ext No: Email:

A DEPOSIT OF £10 WILL BE REQUIRED FOR ALL BOOKINGS.

Room Bookings are charged at £7.50 per hour weekdays and £15 per hour evenings and weekends unless previously arranged, Rental of the IT room is extra. Refreshments and resources extra. Possessions left at owner's risk.

Please return full form to: Bookings, B&TCT, The Trust Centre, Conduit Street, Tredworth, Gloucester, GL1 4XH or email to: mail@btect.co.uk



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for BTECT office use and returned to customer

CONFIRMATION OF BOOKING

Room:

Date: Time from: to:

Name/Company:

Purpose of event/meeting:

Booking Confirmed By:..... Deposit Amount: Receipt No:

Initials: Dated: