



Basingstoke and Deane

External Room bookings – Confirmation Form

Contact Name:

Telephone Number:

Mobile Number:

Email address:

Name of Organisation:

Contact Address:

Invoice Address: (if different)

Name of Room(s) Booked:

Date of Booking:

Start Time:

Title of Meeting:

End Time:

Number of Delegates:

Will a Basingstoke & Deane Officer be in attendance:

YES

NO

Name of Attending Officer:

Parking Permit Required: (Not required for evening meetings)

YES

NO

NB: Maximum of 2 parking spaces available. Additional arrangements may be available for people with disabilities

Cost of Room Hire: £

(plus VAT)

Is Audio visual equipment required:

YES

NO

For catering or refreshments (if required) please contact Beacons Restaurant direct on 01256 845632 or email beacons@basingstoke.gov.uk

Your booking will not be confirmed until this form has been completed, signed and returned to Customer Advisors, Deanes Reception, Basingstoke & Deane Borough Council, Civic Offices, London Road, Basingstoke RG21 4AH or alternatively send by email to info@basingstoke.gov.uk or fax to 01256 845200.

Declaration:

On behalf of my organisation I have read the conditions of hire enclosed with this form and agree to abide by them.

Signature:

Date:

Please note that confirmation of the booking means that you agree to abide by Health and Safety regulations governing the Civic Offices.