

Name of Group.....

Event/Use

Contact Person.....Position in Organisation.....

Address.....

.....Postcode.....

Daytime Telephone..... Email.....

Date/s requested:

Time of arrival (please allow 15 minutes for centre induction):

Time of departure:

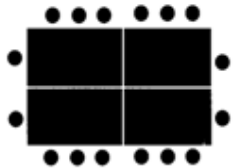
Approximate number in group:

(Please calculate deposit using this figure)

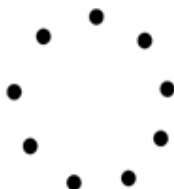
Meeting Rooms

Please indicate which meeting room/s you wish to hire and the preferred layout (see Conditions of Hire for charges):

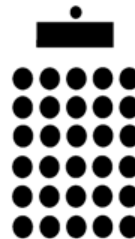
Room	Boardroom	Circle of Chairs	Theatre	Classroom	To be confirmed
Conference Room					
Conservatory					
Chapel (not available on Sunday Mornings)					



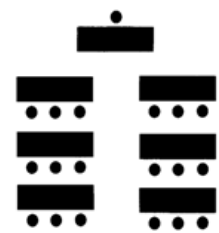
Boardroom



Circle of Chairs



Theatre



Classroom

All meeting room hire includes tea/coffee and biscuits on a self serve basis. Please indicate here if you would prefer Crossways staff to serve these refreshments to your group. There will be an additional charge of £12.50 per session for this service. Yes/No*

Equipment Required	Meeting Room	Equipment Required	Meeting Room
TV		Video Player	
DVD Player		OHP	
Data Projector and Screen		Flipchart and Pens	

Meals (see Conditions of Hire for prices):

Would you like to book your group in for any meals? Yes/No*

If yes, please indicate below:

	Breakfast	Lunch	Evening Meal
Adult/Youth			
Under 18			

Meals are served as follows: breakfast 8am. lunch 1pm, evening meal 6pm. Please indicate preferred alternative times here: _____

Refreshments required at other times and any special dietary requirements (vegetarian, gluten free etc.) should be notified to Crossways no less than 10 days prior to the booking taking place.

Disabilities

Crossways has full disabled access to all main meeting rooms and the dining room. Disabled toilets are also available.

Are there any disabilities within your group that we should be aware of? Yes/No*

If yes, please describe: _____

I have read the Conditions of Hire and wish to book the Crossways centre as indicated on this form.

I enclose a cheque for £_____, as a 10% non-returnable deposit/full payment* and confirmation of the booking.

(Please make cheques payable to Crossways)

Signed_____ Date_____

How did you hear about Crossways? _____

(* Delete as appropriate)

Please return to:
Janette Hopkins
Crossways
Castle Ashby Road
Yardley Hastings
Northampton
NN7 1EL

Please do not hesitate to contact Crossways on 01604 696307 if you have any questions about your booking.

Further information can also be seen at:

www.crosswayscentre.org.uk

Thank you!