

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: Adults (18+) Youth (11—18) Children (under 11)

(Please calculate deposit using these figures)

Booking Information

This booking is for Full Board Self-catering (please tick)

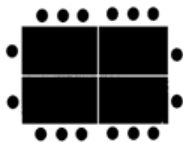
Full Board bookings include all meals and tea/coffee and biscuits on a self serve basis. Service by Crossways staff can be arranged at an additional cost as can extra refreshments/snacks (see Conditions of Hire). Please detail below if this is the case:

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

Please let Crossways know of any special dietary requirements in your group NO LESS than 10 days prior to the booking taking place.

Please indicate which meeting room/s you wish to use during your stay and the preferred layout.

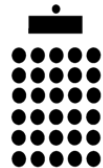
Room	Boardroom	Circle of Chairs	Theatre	Classroom	To be confirmed
Conference Room					
Conservatory					
Chapel (not available on Sunday Mornings)					



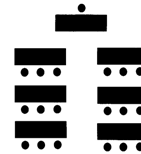
Boardroom



Circle of Chairs



Theatre



Classroom

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

Disabilities

Crossways has full disabled access to all main meeting rooms, ground floor bedrooms 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: _____

Sunday Mornings

Crossways is also the home of Yardley Hastings United Reformed Church who use the Chapel each Sunday Morning from 10.30am to 12pm.

If you will be at Crossways during this time would your group like to:

Attend the service Take Part (please tick)

If taking part you will be contacted by Rev Derek Hopkins prior to your stay.

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!