

## SPACE BOOKING APPLICATION

BOOKING REFERENCE:

Name:  Organisation:

Address:

Email:  Telephone:

Mobile:

### Event Enquiry

Date of event:  Activity:

Start time:  End time:

Nature of event:  Set up/get in time:

Library of interest:

What space is required/booked? (E.g. entire library, meeting room 1)

Layout:  Numbers attending:

Catering requirements:


Technical requirements (E.g. projector, screen, PA):

Are you aware of any access requirements? Yes  No  Unsure

Is there anything else you would like to tell us, or request for your event/activity?

Please scan and return this form to [events@camden.gov.uk](mailto:events@camden.gov.uk)

## For office use – Requirements and Costs

Booking reference:		
Date of event:		
Client:		
Contact number:		
Expected attendance:		
Fees and charges: <b>(per hour)</b>	Room hire:	£
	Technical:	£
	Catering:	£
	Security:	£
	Other:	
	Total:	
LBC internal cost code:		
Date contract issued:		
Date contract returned:		
<b>Signatures</b>		
Client:	Sign	Print name
Centre manager:	Sign 	Print name:
Date:		

Please refer to your contract for full terms of payment and cancellation fees.