**Important Notice:
Please be aware that submitting this booking form does not guarantee your reservation. You will receive a confirmation email once your booking has been successfully processed and confirmed.**

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| --- | --- |
| **Date of Request:** |  |
| **Booker Name:** |  |
| **Organisation:** |  |
| **Booker Telephone Number:** |  |
| **Booker Email address:** |  |
| **Which Youth Zone would you like to book:***\*remove option not required* | ***Hideout Youth Zone*** | ***Salford Youth Zone*** |
| *Space (room) required:* |  |
| *Room layout preferred (if applicable, this cannot always be guaranteed):* |  |
| *Name of contact on day:* |  |
| *Number of guests:* |  |
| *Expected arrival time:* |  |
| *Event start time:*  |  |
| *Event end time:* |  |
| **Refreshments/catering requirements/other extras available:***\*Remove option not required* |  |
| *Jugs of cold water (no extra cost)* | *\*Required* | *\*Not required* |
| *Still bottled water (60p per person)* | *\*Required* | *\*Not required* |
| *Tea/coffee/biscuits at £2.50 per head per serving* | *\*Required* | *\*Not required* |
| *Lunch at £10.00 per head to include cold drink (please state which lunch option you would like from the choices shown on our brochure and specify any dietary requirements)**Please note, all hot lunch options are served at 1pm in the Rec area, if you require a cold working lunch, please state what time you would like this serving.* |  |
| *Set up and hire of platform stage (£50.00, only available when booking the Rec area)* | *\*Required* | *\*Not required Not required* |
| *Flipchart stand, paper and pens (£10.00)* | *\*Required Required* | *\*Not required Not required* |
| *Additional Support, please specify your requirements (subject to availability)* |  |
| **For invoice payments, please confirm the following:** |  |
| *Accounts Contact Name:* |  |
| *Organisation Name for invoice:* |  |
| *Email address to send invoice:* |  |
| *Purchase Order Number:* |  |
| **Reason of facility hire:** |  |
| **Any other info you would like to share which is relevant to your booking:** |  |

*Please email your completed form to* *enquiries@empoweryouthzones.org*

***Terms and Conditions:***

* *All bookings require full payment in advance, unless otherwise agreed.*
* *Cancellations made with less than 14 days’ notice will be subject to the full payment being applied.*
* *If you would like to transfer your booking to an alternative date, we can accommodate this at no extra charge, providing 14 days’ notice is given.*
* *A 10% discount will be applied to room hire charges only for all charities, CIC’s, social enterprises and students.*
* *We offer complimentary room hire to all our patrons, please refer to our brochure for further details.*
* *Areas including the fitness suite, climbing wall and boxing gym require a qualified professional to be on site at all times during your booking and certifications must be provided prior to arrival.*

*For Internal Use only:*

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| --- | --- |
| *Booking confirmed to the customer (by whom and when):* |  |
| *Room booked:* |  |
| *Booking entered onto the bookings calendar and relevant staff invited (by whom and when):* |  |
| *Lunch requirements confirmed to catering staff via email (by whom and when):* |  |
| *Total amount for finance to invoice:* |  |
| *Person/s looking after event on the day:* |  |