



Bude Stratton Town Council
The Parkhouse Centre
BUDE, Cornwall
EX23 8LD
TEL:01288 353576

Email:office@bude-stratton.gov.uk

BOOKING FORM

PARKHOUSE CENTRE – Rooms

DETAILS OF HIRE:

BSTC BOOKING NO: ____ / ____

Name of Organisation:

Name of Person accepting responsibility:

Address:

. **Post Code:**

Telephone Number: Home: Work:

Email:

Purpose of hire: Charity/Local Group School/Public Body Commercial

Date Required:

Session Required: am:8.30am-12.30pm pm:1.30pm-5.30pm eve:6.30pm-10.30pm

Room Required: 1 2/3 4 Conference Room

Room Setup Required* YES/NO

Centre Kitchen Required* YES/NO

Equipment hire required*

Flip Chart/Paper YES/NO

Projector screen YES/NO

(each room has LCD/Plasma screen included in room hire)

Room setup if required

* Additional charges apply – see price list

I hereby confirm that I have read the Conditions of Hire on the reverse of this form and agree to abide by the said Conditions.

Signed: **Date**

On behalf of: (if applicable)