



BOOKING FORM For: CHAPTER ROOM, LIBRARY, SIR RICHARD MORRIS LOUNGE & EDUCATION ROOM

Please return to: Lesley Bourne, Derby Cathedral Centre, 18-19 Iron Gate, Derby DE1 3GP

Tel: 01332 341201, email lesleybourne@derbycathedral.org, fax 01332 203991 or find our Booking Form on our web site: www.derbycathedral.org

NAME OF HIRER:

TEL: EMAIL

ORGANISATION:

CHARITY NUMBER (if applicable)

Type of Event eg Meeting, Workshop, Exhibition, Product Launch,
Other (please specify)..... Any Special Requirements (i.e. seating
arrangements, flip-chart etc.).....

DATE:..... START TIME: END TIME:

VENUE: NOS. ATTENDING

INVOICE ADDRESS:

.....

IS CATERING REQUIRED: YES/NO AT WHAT TIME:

DINING IN THE COFFEE SHOP: YES/NO

IF DINING IN THE COFFEE SHOP PLEASE STATE: -

TIME:..... HOW MANY:.....

Signature..... Date.....

THIS FORM MUST BE RETURNED WITHIN ONE WEEK, OTHERWISE YOUR ROOM BOOKING WILL BE CANCELLED.

For office use only: cc: PH dated:.....