

BOOKING FORM

Millom network Centre Ltd
Salthouse road,
Millom,
Cumbria,
LA18 5AB
Tel/Fax: 01229 719650
E-mail: pstewart@millom.cumbria.sch.uk
E-mail: millomadulted@millom.cumbria.sch.uk

Name of Hirer:	
Address:	
Tel no. : (Work)	(Home)
E-mail:	
Date (s) Required	
Time (s) Required	
Room (s) Required (e.g. Seminar, Conference, Office)	
Layout Required (Inc. Visual /Audio Equipment)	
Number of people attending meeting/event	
Catering Required (Tea/Coffee Breaks And Lunch Times)	
Purpose of meeting/event	

I agree that until confirmed by Millom Network Centre, the dates(s) above are provisionally booked only.

Signed: Date:

Millom Network Centre reserves the right to refuse confirmation of an application at its discretion.

Upon receipt of this Application, a Confirmation along with details of the full amount, deposit and method of payment required will be sent by the Centre Manager.

CANCELLATION: Please try to give at least 24 hours notice of any cancellation.

THANK YOU FOR YOUR ENQUIRY

OFFICIAL USE ONLY

Contract No:	
Details Entered In Diary:	
Accounting Entered:	
Invoice Sent:	
Dealt With By:	
Date:	