

Manningham Mills Community Association Ltd.

Company No 4261310 (England and Wales) Charity no. 1093696.

Manningham Mills Community Centre, The Silk Warehouse, Lilycroft Road,, Bradford BD9 5BD.

01274 483861 Website: www.mmcabradford.org.uk Email: mmca@hotmail.co.uk



BOOKING FORM

Please ensure that all columns are completed fully. If not, this may delay the confirmation of your booking.

| | | | | |
|---|---------------------------|---|---------------|----------|
| Event title: | | Date of event: | | |
| Organiser's name: | | Facilitators name: | | |
| We are a private/public sector organisation <input type="checkbox"/> | | voluntary funded organisation <input type="checkbox"/> | | |
| | | or community unfunded organisation <input type="checkbox"/> (please tick) | | |
| Billing Name & Address: Telephone: Email: Number of delegates: | Purchase order no: | Event type: | | |
| | | Times required: | | |
| | | Hire period: | Regular: | One-off: |
| | | Room(s) booked (please tick) | | |
| | | Silk hall: | Tapestry room | |
| | IT room: | Weaver's room | | |
| | Training room: | Therapy room | | |
| | One to one room | Café area | | |

| | | | |
|---------------------------------------|--------------------|--|---|
| Is catering required: | Yes | No | No. of people Catering required for: |
| Buffet Menu (price per person) | Please tick | Refreshments (INC. tea, coffee, juice & biscuits) | Required how many times? |
| Buffet 1 @ £7.68 inc.vat £6.4 | | Refreshments @ £1.75 (per person) | |
| Buffet 2 @ £8.88 inc.vat £7.3 | | Cakes @ £1.95 (pp) | |
| Buffet 3 @ £8.88 inc.vat £7.4 | | Please specify what times you require your refreshments: | |

Catering for your event is available from our Chaat Café, email: ashley@mmcabradford.org.uk

Please make cheques payable to Manningham Mills Community Association Ltd.

| Equipment | Quantity | Price | Room layout |
|--|----------|-------|-------------|
| (Please specify below what room layout you require for your booking) | | | |
| Flipchart & stand pad & pens | | £12 | |
| Television or DVD | | £15 | |
| Projector | | £17 | |
| Interactive whiteboard | | £15 | |
| Laptop | | £30 | |
| Hi fi sound system | | £50 | |
| Photocopying A4 B/W copies | | 5p | |
| Photocopying A3 B/W copies | | 10p | |
| Photocopying A4 colour copies | | £1 £2 | |
| Photocopying A3 colour copies | | | |
| For any other requirements, please ask a member of staff. | | | |

This booking will be classed **provisional** until this form has been signed and returned to MMCA. Please read our terms & conditions of hire. Your signature signifies acceptance of the terms, conditions & fees. If this is not received 7 working days before the provisional booking date, your booking will be cancelled.

Signed:..... Date:.....

1

Print name:..... Position:.....

Office use only:

Confirmed on:..... Signed:.....

Finance:

Room hire: £
 Refreshments: £££
 Buffet: £
 Equipment:
 Total cost:

You can send this form by email to office@mmcabradford.org.uk or post back to the above address.