



# Room Hire Request Form

**Contact details:**

Group/Organisation			
Contact name			
Contact email(s)			
Postal address		Postal Code:	
Contact number(s)			
Contact for Invoicing: Name / email			<b>Payment Preference: (YES in relevant box)</b>
			Invoice:
			Pay on the day:
Nature of booking		Number of Attendees	

**Room(s):**

Moondance Studio Theatre	Shelley Hall	Weston Workshop	Rhonna Room	Cynon Room	Taff Room (Monday Only After 5pm)	Elai Room	Cwtch Cafe (After 6pm)	1 to 1 consult room

**Days & Times:** Please include set down & clear out time

**Dates:**

Day(s)	Start time	Finish time	Start Date	Finish Date
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

**Dates not required:**

**Set up Information:**

Do you require: (YES if required)  
 Teas and Coffees (£1.35 per serving):      Projector / TV:      Whiteboard + Pens:      Flipchart:  
 Will you be having an external buffet?  
 Details of room layout: (including number of chairs/tables)

**Marketing Information:**

Is this event open to the public?

Would you like this event to be advertised on our website? (If yes please provide a bilingual poster, link and bilingual information on the event to [enquiries@artiscommunity.org.uk](mailto:enquiries@artiscommunity.org.uk)) -

Would you like this advertised by us? (If yes please request our Marketing package to find out more information on what we can provide) -

**Additional information we may require:**

Please note: By completing and returning this booking request form the hirer accepts that they have read, understood and agree to abide by our YMa Room Hire terms and conditions. A copy of which is available on our website.

Please note: We require 7 days' notice for cancelations or charges may apply

Signed (Please PRINT name):

Date: