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| --- | --- |
| Date of Event Click here to enter a date. | Date of Booking Click here to enter a date. |
| Phone Number Click here to enter text. | Email Click here to enter text. |
| Name of contact Click here to enter text. |
|  Address Click here to enter text. |
| Post Code Click here to enter text. |
| Number of Participants  | Adults Click here to enter text. | Children Click here to enter text. |
| Time of Arrival | Click here to enter text. | Time of Departure | Click here to enter text. |
| Purpose of hire Click here to enter text. |
| **Payment**The rate for the hire of the meeting room is £15.50 per hour. We would be grateful if you could leave the room tidy upon completion of your event and would ask that you take any rubbish home with you. Please note that any damage to the facilities or equipment will need to be paid for. Please inform a member of staff when you have finished with the room, and ensure the room is locked when unattended. Please return the completed form by email or post to the addresses below.Please indicate if you will pay:* by cash on the day [ ]
* by cheque on the day [ ]
* would prefer the invoice to be forwarded to you for payment [ ]

***Cheques should be made payable to Colchester Borough Council***Please sign and date below to confirm acceptance of these conditions (this can be done electronically). Signature Click here to enter text. Date Click here to enter a date. |
| Kelly SharpKelly Sharp Visitor Centre OfficerHigh Woods Country Park, Visitor Centre, Turner Road, Colchester, CO4 5JRTelephone 01206 853588Email kelly.sharp@colchester.gov.uk Web [www.colchester.gov.uk/countrypark](http://www.colchester.gov.uk/countrypark) |
| *Office use only: Outlook* *[ ]*  |  |  |
|  *Date*  |  |  |



***BOOKING FOR HIRE OF MEETING ROOM***