



ROMSEY MILL
Creating opportunities with young people and families

BOOKING FORM

Romsey Mill : (01223) 213 162 / RM.bookings@romseymill.org
Ross Street Community Centre: (01223) 471 674 RSCC.bookings@romseymill.org
Please complete in block capitals– thanks!

ROMSEY MILL:

Rooms:	start time	end time	No. of hours	rate	Total cost
Sports Hall	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Community Hall	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Jordan	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Activities Room	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rose Room	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phenna Room	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Creative Arts Room	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Recording Studio	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ROSS STREET COMMUNITY CENTRE:

Main Hall	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Community Room	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Meeting Room	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

TOTAL HIRE COST:

Day and date of booking (s):	<input type="text"/>
Number of people:	<input type="text"/>
Details if repeat booking: (eg 'weekly'):	<input type="text"/>

Please note: Minimum length of hire is 1 hour. Thereafter rooms can be booked in half-hour intervals. Setting up and clearing up MUST be paid for and included in your booking time (Please allow 30 mins either side of your event for setting up and clearing up). All rooms must be left as found. Please ensure you do not over-run the time you have booked: additional time may not be available on the day, but will be charged if taken.

Name of booking:	<input type="text"/>
Organization/ Group (if applicable)	<input type="text"/>
Address:	<input type="text"/>
Post code:	<input type="text"/>
Phone number:	<input type="text"/>
Email:	<input type="text"/>
Web site (if applicable)	<input type="text"/>
Purpose of hire:	<input type="text"/>
P. O. Number (if applicable):	<input type="text"/>

- I have enclosed £25 deposit. This will be held against any damage/ cleaning expenses/ key loss
- I agree to booking terms and conditions (see Terms and Conditions sheet)
- I will arrange final payment and key collection (if applicable) the week before my hire
- I enclose payment for my booking of £

Signed:

Dated: