

Please email completed form to enquiries@betterbankside.co.uk

An asterisk denotes a mandatory field, please ensure all fields are filled out correctly.

Please note that bookings are not confirmed until we receive a completed booking form and deposit. All bookings are subject to our terms and conditions which we recommend you read carefully.

If you would like to request a viewing or need further information please contact Michelle-May Grazette via enquiries@betterbankside.co.uk or call 020 7928 3998

Hirer Details (person booking the room)

*Name

*Organisation

*Contact No.

*Email

*Address

*Invoicing Address

Purchase Order Number If Required

*Type of Company

 Registered Charity Corporate Individual Hire Tenants Association

Organiser Details (person delivering event on the day)

 Tick if same as above Tick here for Buzz Card

*Organisation

*Contact No.

*Contact No.

About Your Event

*Event Name

Reason for Hire

*Date Required

*Event Start

Event End

Please Allow Time for Your Setup and Wrap Up

Room Requirements

*Number of Attendees

*Please Tick Desired Layout

<input type="checkbox"/>	Theatre	<input type="checkbox"/>	Circle of Chairs
<input type="checkbox"/>	Boardroom	<input type="checkbox"/>	Classroom
<input type="checkbox"/>	Racetrack	<input type="checkbox"/>	Other

Please Give Details if Necessary

Equipment Requirements (Tick all that applies)

<input type="checkbox"/>	Laptop	<input type="checkbox"/>	Flipchart
<input type="checkbox"/>	Pens & Paper	<input type="checkbox"/>	Lectern
<input type="checkbox"/>	Extension Cord	<input type="checkbox"/>	Television Screen
<input type="checkbox"/>	Other	<i>Please Specify</i>	

Catering

Would You Require Any Refreshments?

Yes

No

Will Provide Own

Half-Day

Full-Day

Biscuits

Do You Require an Ordered Lunch?

Yes

No

Will Provide Own

If Yes, Please Provide Details & Time of Lunch.

We charge 20% of the total you spend, with a minimum charge of £20 for all lunch orders.

Your Signature

By signing, I certify I have read, understood and agree to the 'Terms and Conditions of Venue Hire, a copy of which has been provided to me.

***Signature**

***Print**

***Date**

Contact Us
Enquiries@betterbankside.co.uk
020 7928 3998