



Hall Booking Form

I/We would like to make a booking for the hall at Cardiff Steiner School, Hawthorn Road West, Llandaff North, Cardiff, as detailed below. I/We agree to pay the charges as detailed and agree to comply with the Conditions of Hire. Completing the booking form signals your happiness to abide by the conditions of hire

Name:

Organisation:

Address:

Email Address:

Contact Tel No's: (Home):

(Work):

(Mobile):

DETAILS OF BOOKING: (*Please state whether you require use of kitchen and / or rooms additional to the hall) please give details of function, e.g. Meeting, Dance, Fitness Class etc. Also state any additional requirements, e.g. Tables, Chairs,

DATES OF BOOKING

ONE OFF BOOKINGS

DATE	DAY	TIME IN	TIME OUT	NUMBER OF PARTICIPANTS	

REGULAR WEEKLY BOOKINGS

DATE FROM	DATE TO	NUMBER OF SESSIONS	TIME IN	TIME OUT	NUMBER OF PARTICIPANTS

WEEKEND BOOKINGS

START DATE and TIME	FINISH DATE and TIME	DATES OF SESSIONS	NUMBER OF SESSIONS	NUMBER OF PARTICIPANTS

WEEKLY BOOKINGS

START TIME	FINISH TIME	DAY, PLEASE TICK	START DATE	FINISH DATE
		MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY		

*PLEASE STATE WHETHER THERE ARE ANY HOLIDAY PERIODS WITHIN THIS TIME.

APPLICANTS SIGNATURE:

DATE:

Applicants must be 18 Years of Age or Over.

Please tick this box to indicate that you agree with the Conditions of Hire attached

CHARGES

SCALE OF CHARGES	HOURLY RATE	MINIMUM CHARGE
One off Bookings	£30	
Regular Weekly Bookings for a minimum of 10 weeks. Non-refundable upon cancellation.	£25	
Regular Weekly Bookings paid in advance for a minimum of 10 weeks booking and where 10 sessions are paid in advance. Non-refundable upon cancellation.	£24	

Please calculate your fee

Total Fee £

Deposit on one off bookings (30%) £

For one off bookings within 6 weeks please pay the whole fee in advance

For one off bookings after 6 weeks please pay a deposit of 20% now and the balance by 6 weeks before your event. You will be invoiced for the balance of your fee.

Deposit for regular bookings not paid in advance bookings (20%) £

For regular bookings not paid in advance please pay a 20% deposit now. You will be invoiced for the balance of your fee.

Deposit (20%) £

Please send completed form and cheque to:

Nicola Robinson
Cardiff Steiner School
Hawthorn Road West
Llandaff North
Cardiff
CF14 2FL
Email: hire@cardiffsteiner.org.uk

Cheques payable to 'Cardiff Steiner Early Years Centre Ltd'

BACS to 08-92-99 Acc 6556 7672 using the name you are booking under as the Bank Reference