



<b>Booking Form of Y Base Meeting Rooms</b>
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<b>Reference Number</b>									
<b>Organisation</b>									
<b>Date Required</b>									
<b>Room Required</b> <i>Please indicate</i>		<b>Conference Room</b>		<b>Syndicate Room</b>		<b>Activity Room</b> (evenings/weekends only)			
<b>Time of Booking</b>		<b>Morning</b> 9am - 12.30pm		<b>Afternoon</b> 1.30pm - 5.00pm		<b>Full Day</b> 9am-5pm			
						<b>Evenings</b>			
		<p>(Please note that we offer discounted rates for charities and partner organisations to qualify for these rates you must register with us first). Block bookings of 6 or more will receive a 10% discount, 10 or more will receive a 20% discount. To qualify for this they need to be booked at the same time and run continuously without any breaks.</p>							
<b>Name of Contact</b>									
<b>Address</b>				<b>Phone</b>					
				<b>Fax</b>					
				<b>Email</b>					
<b>Billing Address if different from above</b>									
<b>Type of Use</b>		<b>Delete as appropriate</b> Board Meeting/Presentation/Training Workshop/Club Meeting/Vocational Study/ Personal Event/ Other: please state							
<b>Number of Delegates</b>		<b>Requirements: Please state how you would like the room set up.</b> <b>Boardroom/Theatre/Classroom/U Shape/Cabaret</b> <b>Other:</b>							
<b>Any other requirements:</b>									
<b>Please state catering requirements</b>  (refreshments free up to 12, thereafter £1.20 per person)		Tea & Coffee Only		Biscuits £0.60 per person		Cakes £1.00 per person		Buffet lunch see menu for selection	

Booking Charges Summary	Quantity	Cost	Total
Room Hire			
Catering			
<b>Total Cost of Hire including VAT</b>			

I have read and will ensure observance by persons using the premises of, Milton Keynes YMCA Ltd conditions of hire (copies enclosed, to be retained by the hirer). I agree to be responsible for making good any loss or damage to the premises or equipment resulting from this hiring, and will ensure that the premises are clean and are in good order.

Please tick to confirm you have read and understood our terms & conditions

**I have read and understood the terms and conditions. Signed On Behalf of:**

**Both copies of the Hire Agreement to be signed by hirer, one copy to be returned to the Milton Keynes YMCA Ltd**

<b>Company:</b>		Office use only:	
<b>Signature:</b>		Copy for finance	
<b>Print:</b>		Diary booking entered	
<b>Position:</b>		Catering requirements entered	
<b>Date:</b>		Invoiced date	