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Room Hire Booking Form

Contact Details:	
Name	
Address	
Email	
Telephone	
Organisation	

Date of booking	
Purpose (e.g. meeting)	
Room required (please circle)	The Willows Consultation Room The Ivy The Hall
Access start time	Event Start Time
Finish time	Vacate Room By
Number of participants	

Equipment/services required:	yes/no/number:	times:
Set up/Clear down £8 by Tonic Health staff.		
Tea/Coffee/Biscuits (£1.50 per person per serving)		
Bottled Water (80p per serving)		Official use only;
Laptop £8		Basic room cost,.....
Projector/Screen £8		Total add ons,.....
Flip chart/pens £8		Total room cost,.....
Access to kitchen (£5 an hour)		

Payment method:			
Signature:		Date:	



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Please tick this box to state that you have read and understood the terms and conditions of room hire.

25% non-refundable deposit required to secure booking. Full payment required no later than ten working days before booking. CAF Bank Sort code: 40-52-40 Account Number: 00029657 Tonic Health CIO