

**RUBISLAW PARISH CHURCH CENTRE**  
**1 BEACONSFIELD PLACE**  
**BOOKING REQUEST FORM**

Name of organisation (the 'User'):

Registered Charity number (if applicable)

Name of the event/ activity:

Description of the event/ activity:

Approx. numbers expected: Adults: Children:

Date(s) required: Time(s) required:

*(NB except by special arrangement, evening events must finish in time for the Centre to close at 10 pm.)*

Person responsible for arrangements (& authorised by the User):

Address:

Email address: Tel no:

Rooms requested (Y/N): *(NB Room plans are accessible on the Church Website: [www.rubislawchurch.org.uk](http://www.rubislawchurch.org.uk))*

Room 1: Room 2:

Room 3: Use of Room 3 Kitchenette:

Raven Room: Lawrence Lounge:

Use of 1<sup>st</sup> floor Kitchen to self-prepare:

Coffee/Tea: Lunch: Evening Meal:

Coffee/Tea (prepared & served by Centre Volunteers if available):

Alcohol to be used at the event? *(N.B. see Terms & Conditions document for restrictions and Licencing issues)*

Equipment requested:

Tables (number):

Chairs (number):

Projection Screen:

Projector (for Laptop):

Projector (Slide carousel):

Projector (for Overheads):

Tape Recorder:

TV for Video/ DVD:

Microphone (roving):

Microphone (Standing):

Flip Chart:

Any special requests:

Long Term storage requirements:

NB: 1) Instructions will be given on the correct use of kitchen & other equipment

2) Occasionally it may be necessary to provide accommodation other than that requested and offered, to allow for unscheduled Church business. In such cases adequate notice will be given.