



Application to book The Box Moor Trust Old Barn for a one off or series of events.

Name of Applicant:	
Company Name or Organisation:	
Billing Address:	
Contact Tel No.:	
Email Address:	
Purpose of Booking:	
Day & Date of one off event: or: Details for a series of events:	
Space Required:	
Desired Layout:	
Other equipment required if available:	
Start Time (including set up time):	
Finish Time (including clearing up time):	
Expected Attendance:	
Any other comments:	

I have read and agree to abide by the terms and conditions of letting for The Box Moor Trust Facilities:

Signature of Hirer:..... Date:.....

This form does not guarantee that the premises is available on the date you have requested. We will confirm availability when prior bookings and other circumstances have been taken into account but you will received confirmation in writing from us. Use of the kitchen area requires prior agreement.