

THE GREENHOUSE BOOKING FORM



If you would like to make a booking for The Greenhouse, please complete the form below and return to **Ginger Warner / Bookings, The Greenhouse, St Thomas's Road, Luton, Bedfordshire, LU2 7UY**. If you have any questions, please call 01582 898883. Please note that The Greenhouse reserves the right to refuse bookings which are not in line with our vision and ethos.

Booking information

Date required			
Regular booking?	<input type="radio"/> Yes <input type="radio"/> No	If yes, will it be weekly / monthly?	
		Date required until	
Start time (including set up)		Finish time (including set-down)	
Room required	<input type="radio"/> Hall <input type="radio"/> Café <input type="radio"/> Meeting Room (middle) <input type="radio"/> Prayer Room <input type="radio"/> Comfy Room <input type="radio"/> Recording Studio		
Use of kitchen required?	<input type="radio"/> Yes <input type="radio"/> No		
Purpose			
No. of people attending (approx.)	Adults	Young people	
Equipment required	<input type="radio"/> TV <input type="radio"/> Video player <input type="radio"/> DVD player <input type="radio"/> Sound desk (Hall 1 only) <input type="radio"/> Pool (Hall 2 only) <input type="radio"/> Playstation <input type="radio"/> Chairs (no. required) <input type="radio"/> Tables (required)		

Please note that The Greenhouse does not have a site manager and therefore we request that at the end of your event you leave the room in the state in which you found it – this includes washing up any kitchen equipment you have used. Thank you.

Main contact details

Name		Organisation	
Address including postcode			
Telephone no.		email address	

Office use only

Booking taken by		Date	
Booking type	<input type="radio"/> The Greenhouse	<input type="radio"/> SBC member	<input type="radio"/> External
Confirmation sent	<input type="radio"/> Yes <input type="radio"/> No	Date	
Person responsible for set-up/down		Person responsible for let in / lock up	
Payment received	<input type="radio"/> Yes <input type="radio"/> No	Date	