# Event Booking form

alternative technology centre

| Office use only |
|---|
| Confirmed by |
| Confirmation date |
| Leader |
| Leader |
| Leader |
| Confirmed? |

**My name** …… **My position**……

**Group**……

**Address**……..

……..

**Phone** ……**email**……..

**Date preferred** …….....

**Type of Event** ……**Start time**……**Finish** …….

**Type of Event** ……**Start time**……**Finish** …….

**Type of Event** ……**Start time**……**Finish** …….

**Space required for lunch?** **Start time**……**Finish** …….

**Age of participants** …… **No of participants**……
**No of Adults if different**……

**Any Special needs or other information?**

| | | |
|---|---|---|
| **Full Cost** *(prices include VAT)* | £ | *Received?* |
| **Booking Deposit** – ½ of the full cost *NB* | £ | *Received?* |
| *Event less than 3 weeks away - Enclose a cheque for the booking deposit.*<br>*Event more than 3 weeks away - We will invoice you for the full cost and ask for your booking deposit to confirm your booking.*<br>***An event is not confirmed without a deposit.*** | | |
| **Purchase/Order Number or name** | | |

***Office Use only***

| Invoice Number | Date invoice sent | Dates payments received |
|---|---|---|
| | | |

Please return to:

**Alternative Technology Centre, Hebble End, Hebden Bridge, West Yorkshire HX7 6HN**