

Booking Form for the hiring of rooms at  
**The Next Steps Recovery Centre**

Name and Address of Hirer:
Post Code:
Tel. No:
Email Address:
Name of Organisation: (if applicable)

I/We are applying to hire a room at The Next Steps Recovery Centre for the purpose of:
Date(s)

Time required:		
<i><b>PLEASE NOTE: THAT THESE TIMES ABOVE MUST INCLUDE TIME NEEDED FOR SETTING UP AND PACKING AWAY ALL YOUR EQUIPMENT. There will be a £25 surcharge if the volunteer key holder is kept waiting more than 15 minutes after the finishing booked time.</b></i>		
<b>AREA REQUIRED</b>	(a) Next Steps Studio	
	(b) Next Steps Group Room	
	(c) Small Counselling Room	
	(d) Large Counselling Room	
	(e) IT Room	

<b>EQUIPMENT REQUIRED</b>	
NUMBERS of TABLES	
NUMBERS of CHAIRS	
Projector/Screen (as per rate card)	
Flipchart and pens (as per rate card)	

<b>REFRESHMENTS (as per rate card)</b>	
Level One	
Level Two	
Level Three	

**HIRING CHARGE (as per rate card)**

*Invoices will be emailed or posted after the hire period. Please advise if invoice to be sent to a different address. Deposit may be required from new hirers.*

***I/We confirm that the Terms and Conditions of Hiring have been read, understood and accepted.***

**Signed:**

**Print Name:**

**Date:**

This form should be completed and returned to:  
 The Next Steps Centre  
 70-80 Oak Street, NR3 3AQ  
[sarah.king@matthewproject.org](mailto:sarah.king@matthewproject.org)  
 01603 626123

**For office use only**  
 Date confirmed:  
 Amount agreed:  
 Invoice number(s):