

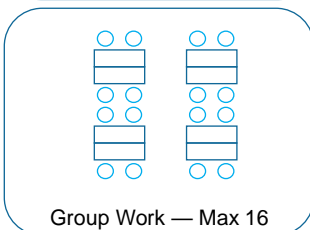
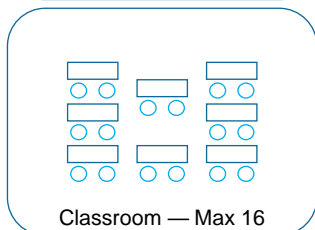
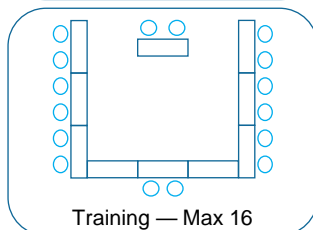
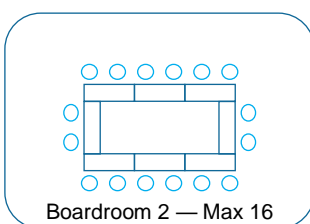
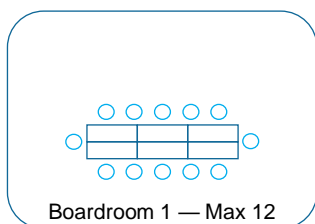
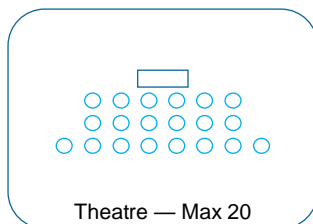
Blackburn Rovers Business Centre Room Hire Booking Form



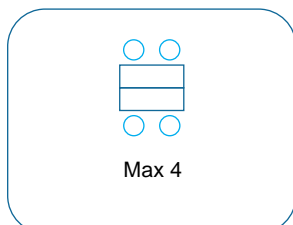
Facilities are available from Monday to Friday.
Full day booking is from 9am - 5pm.
Half day booking is from 9am - 1pm or 1 - 5pm.
An hourly rate of £25 is charged between 5pm and 7pm for all rooms.

Conference Room – Layout options: Conference Room - £79 half day or £149 full day

*All prices are plus VAT.



Meeting Room – Layout options: £10 per hour *All prices are plus VAT.



Each room will be equipped to meet your presentation needs at no extra cost.
For any catering requirements please see separate catering form **minimum numbers for catering bookings may apply.*

Cancellation Policy

In the unfortunate event you need to cancel your booking, a £10 cancellation fee will apply. Please be aware, if you cancel within 48 hours of your arrival time you will be charged 50% of the room rate + any catering charges (if applicable). If you cancel within 24 hours of your arrival time, you will be charged 100% of the room rate + any catering charges (if applicable). In relation to block bookings (a booking of more than 5 days, over any period), we will require 30 days' notice to cancel the full booking or full charges + catering charges (if applicable) will still be charged.

If you have any questions regarding your event or the facilities here at Blackburn Rovers Business Centre, please do not hesitate to contact us.



Room Hire Booking Request Form

Contact Name:	Job Title:
Organisation:	
Address:	
	Postcode:
Telephone Number:	Mobile:
E-mail:	
Invoice Address (if different from above):	
	Postcode:
Room(s) Requested: Meeting Room	
No. of Delegates:	Arrival Time:
Date:	Departure Time:
Room Setup:	
Refreshments: (further details will be ascertained once the booking has been confirmed): <input checked="" type="checkbox"/> Tea / Coffee (£1 per delegate per serving) _____ Servings _____ Delegates	
Food subject to availability call 01254 508139 for more information.	
I consent to be contacted via email by Blackburn Rovers Community Trust and Blackburn Rovers Business Centre in relation to any future projects that may be of relevance to my preferences: <input type="checkbox"/>	
Where did you find out about facility hire?	

Signed on behalf of Company / Organisation: _____

Print Name: _____

Date: _____

Please return the form prior to your planned hire to confirm the booking.

Ample free parking on site
Free wireless internet access

For further information please contact 01254 508139 or enquiries@brfctrust.co.uk