



The Station Master's House, 2 Liverpool Road, Birkdale Southport PR8 4AR
roombookings@thestationmastershouse.co.uk

ROOM BOOKING FORM

HIRER DETAILS:

Hirer Name:	
Name of Group/Organisation if applicable:	
Hirer's Address:	
Email address:	
Telephone no:	

ROOM REQUIRED. Please tick as appropriate:

(Rooms are only available for the times booked, please include preparation and clearing up times in your booking):

Large meeting room		Computer room	
Small meeting room		Library area	

DATE/TIME DETAILS (Fill in either One-off, Repeat Booking Weekly or Monthly)

One-off hire date(s):	
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Repeat Bookings:

WEEKLY	Start Date & Time	Day of Week to repeat on	End Date
MONTHLY	Start Date & Time	Day of Month (e.g. every third Wednesday) to repeat on	End Date

Add any dates that won't be used during the weekly or monthly repeat	
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PURPOSE FOR WHICH THE VENUE IS REQUIRED

Add any notes about the meeting (e.g. table layout, equipment):

Room hire charge (£10/hour unless otherwise agreed):

DECLARATION: I confirm that I have read, understood and agree to the Terms and Conditions of Hire set out overleaf (including the BCHL Safeguarding Policy):

ORGANISER'S SIGNATURE:

DATE:

Please complete this form and hand in at SMH reception.

