



Beechcroft Library: Room Booking Form

Thank you for your interest in booking the meeting room at Beechcroft Library, Beechcroft Road, Upper Stratton, Swindon, SN2 7QQ.

Please complete this booking form and return to: Stratton St Margaret Parish Council, Grange Leisure, Grange Drive, Stratton St Margaret, Swindon, SN3 4JY. Telephone: (01793) 825525 Email: info@strattonstmargaret.gov.uk

Organisation:	
Profit/ Non Profit:	
Booking Contact Name:	
Address:	
Email:	
Telephone:	

Date	From (time)*	To (time)*	Total Hours	Number Attending	Total Cost

*Please ensure your booking time reflects your set up and close down requirements.
Please refer to the booking notes and conditions for further information.

**Please include a copy of your current Public Liability Insurance
when submitting your booking form.**

Costs

Community Hire

	First Hour	Per hour after
Up to 10 people	£15.00	£7.50
Up to 20 people	£20.00	£10.00
Up to 30 people	£30.00	£15.00

Commercial Hire

	First Hour	Per hour after
Up to 10 people	£30.00	£15.00
Up to 20 people	£40.00	£20.00
Up to 30 people	£50.00	£25.00

- I have read and understood the Beechcroft Library room booking information and terms and conditions [tick to accept]

Signature:

Date:

Position in organisation:

Payment

Please return this form with your payment to: Stratton St Margaret Parish Council, Grange Leisure, Grange Drive, Stratton St Margaret, Swindon, SN3 4JY at least one week before the date of the booking.

Cheques should be made payable to: Stratton St Margaret Parish Council.

BACS and credit card facilities are available as well, please call: (01793) 823761.