

**THE STUDY SOCIETY
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STUDIO BOOKING REQUEST

HIRER : (State Name of Individual hirer(s) and where the hirer is an Organisation the name of the Organisation)

Contact Name:

Organisation:.....

Address:

.....
.....

Tel:

Mob:

E-Mail:

Website:

Nature of Organisation: *(please be specific)*

.....
.....

Invoice name and address *(if different)*

.....
.....

Have you used our studios before? Yes/No If so, when?

Room(s) Required:.....

Date(s) Required:

Time: From To

Purpose:

.....
.....

Time entry required

Anticipated number of participants:

Cost to participants:

FACILITIES REQUIRED:

Refectory

Piano

Sound System

Data projector & screen

Do you require help:

- Setting up the room
- Operating the sound system.

(Both charged at £20 per hour)

I HAVE READ AND ACCEPT THE TERMS & CONDITIONS OF HIRE

(See Room Hire: Terms & Conditions booklet or the website)

Signature:.....

Date:

For Office use only:

Price agreed:

Deposit:

Date bookings authorised:

By whom authorised:

Organisation informed