

# Room Booking Form

<b>Name</b>		<b>Job Title</b>	
<b>Organisation</b>			
<b>Address:</b> (Invoice address)			
<b>Telephone</b>			
<b>Email</b>			

## Booking Details

Date (s)	Time From <small>(Please include preparation time)</small>	Time To	Number of Attendees

## Type of Organisation

Sector	Structure	Charitable Status
VCS Organisation <input type="checkbox"/>	Association <input type="checkbox"/>	Registered charity <input type="checkbox"/>
Private company <input type="checkbox"/>	Not-for-profit company <input type="checkbox"/>	Charitable, but not registered <input type="checkbox"/>
Public Sector (School, Health Service, Social Services, etc) <input type="checkbox"/>	Cooperative <input type="checkbox"/>	N/A <input type="checkbox"/>
	Other <input type="checkbox"/>	

### Is it:

National     
  Regional     
  Local

## Glenroyd House - Consett

### Please Select Which Room You Are Hiring:-

Training Room                      
 Dinning Room   
 Small Office

## Tommy Armstrong Centre - Stanley

### Please Select Which Room You Are Hiring:-

Training Room	1	<input type="checkbox"/>	Training Room	2	<input type="checkbox"/>
Office	1	<input type="checkbox"/>	Office	2	<input type="checkbox"/>
Office	3	<input type="checkbox"/>	Spare Office		<input type="checkbox"/>

### Presentation Equipment (Please Tick)

Overhead Projector	<input type="checkbox"/>	
Digital Projector	<input type="checkbox"/>	
Screen	<input type="checkbox"/>	
Laptop (s)	<input type="checkbox"/>	How many ? _____
Television	<input type="checkbox"/>	
Video/DVD Player	<input type="checkbox"/>	
Flipchart	<input type="checkbox"/>	

### Refreshments

Tea  Coffee

I wish to hire the room(s) as indicated above

Signed..... Dated .....

Please send booking details to:

Derwentside Council for Voluntary Services and Volunteer Bureau,  
Tommy Armstrong Centre  
Clifford Road,  
Stanley  
Co Durham  
DH9 0XG  
Tel: (01207) 218855  
Fax: (01207) 218849  
Email: [dcvs@derwentside.org.uk](mailto:dcvs@derwentside.org.uk)  
Website: [www.cvs.derwentside.org.uk](http://www.cvs.derwentside.org.uk)

