

Guildford Diocesan Board of Education



Education Centre
The Cathedral
Guildford
Surrey GU2 7UP



Tel: (01483) 450423 Fax: (01483) 450424
Director of Education: Mr Derek Holbird MA Cert Ed

EDUCATION CENTRE BOOKING FORM/INVOICE

DATE OF INVOICE:

Invoice Number:

Organisation:					
Registered Charity No (if applicable):					
Name of Hirer:					
Telephone Number:					
Address:					
Email Address:					
Room(s) Required: Upstairs seminar room		Conference:		Seminar:	
Date Room Req'd:		Start of Hire Period:		End of Hire Period:	
Repeat Dates:		Expected number attending:			
Room layout (delete as appropriate):	Chairs only: Tba depending upon numbers Tables: horseshoe • boardroom • block of two • block of three				
Tea/Coffee Required:	Yes/No	Time(s) served:			

Room Hire: hours @ £..... per hour	£
Tea/Coffee: @ £1.00 per cup	£
	TOTAL AMOUNT PAYABLE:	£
<p>Payment is due 28 days in advance (not VAT registered) Cheques should be made payable to Guildford Diocesan Board of Finance If paying by BACS, please credit Account No. 0005383 at Lloyds Guildford – sort code 30-93-74</p>		

Will children under the age of 18, unaccompanied by their guardian/parent(s) be present?	Yes	No	
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I accept the charges above and the terms and conditions of hire as laid out in the Education Centre Booking Guidance Notes:

Signed: _____ Date: _____
(Hirer)

Acceptance of booking confirmed: _____ Date: _____
(Centre Administrator)

FOR OFFICE USE ONLY:

Booking Form received:	/	Confirmation Issued:	/	Payment Received:	/
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