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|  | **Room Booking Enquiry Form**Belper Town Football ClubChristchurch Meadow, Belper, Derbyshire. DE56 1BATelephone: 01773 825549 or 01773 827398 Email: [sales@belpertownfc.co.uk](mailto:sales@belpertownfc.co.uk) |

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| DETAILS OF PERSON/ORGANISATION MAKING BOOKING | | | |
| Contact Name/Organisation |  | | |
| Address |  | | |
| Post Code |  | | |
| Home/Office Telephone |  | Mobile Telephone |  |
| Email Address |  | | |

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| EVENT DETAILS | | | |
| Type of Event |  | | |
| Date of Event |  | | |
| Start Time (including set up) |  | Finishing Time |  |
| Expected number attending |  | Special Requirements |  |
| Room Layout | Cabaret  Theatre  Meeting  (Please Mark) | | |
| Audio-Visual Aids | Screen  Data Projector (£25)  Flipchart (£5)  Fixed Microphone  Roaming Microphone  TV  Disco (£120)  Other (please specify) | | |

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| CATERING REQUIREMENTS (Meals provided by Derbyshire Catering – 07970 634670) | |
| Sit Down Meal  Finger Buffet  Tea & Coffee  Cordials & Water  Special Diet | |
| Other Catering Instructions |  |

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| REFERRAL SOURCE (please mark all that are relevant) |
| BTFC Website  Google Search  Recommendation  Previous Visit  Other |

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| For Office Use | Booking Confirmed  Deposit  Final Payment |

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| **NOTICE**: BTFC fully complies with the Health & Safety at Work Act 1974 and all current amendments. The hirer must also agree to comply with the H & S Act when hiring the club’s facilities. This is a condition of the hire of BTFC premises, BTFC football stadium and use of designated car parking areas. |