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|  | **Room Booking Enquiry Form**Belper Town Football Club Christchurch Meadow, Belper, Derbyshire. DE56 1BATelephone: 01773 825549 or 01773 827398Email: 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. |