

# Application to Become a User of the Sound Bites Meeting/Therapy Room

Standard hire of the meeting/therapy room is £6.50 per hour (discounts may be available for particular situations - please discuss this with us). The room is available for bookings Monday-Friday between 8.45-11.45am, plus 5.20-6.20pm (except Thursdays), and possibly later evenings or all day Sundays by arrangement and depending on staff available to open up.

Tea / Coffee facilities are available in the adjacent kitchen. Suggested donation is 20p per person, and don't forget to wash up!

You also need to complete the terms and conditions form, and have an induction session before you can use the building. When you hand your forms in they will go to the next Friday co-op meeting and then a member will contact you to arrange the induction. If you are a therapist we ask to see proof of insurance for your activity.

Name of Group/User .....Date of application.....

Email contact .....Phone no. ....

2<sup>nd</sup> Contact Person (for groups).....Phone no. ....

Email contact .....

Please describe the aims and activities of your group/meeting, or state the therapy or service you provide:

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If 'Sound Bites' has no prior knowledge of you / your group we may need to take a reference before accepting your booking. Please supply details of somebody who could provide a reference:

Name ..... Organisation .....

Address .....

..... Phone no. ....

Email .....

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## OFFICE USE ONLY

### Induction Covered

Fire Escapes / Extinguishers  Key from till

Heating  Cleaning

Windows - careful heavy!  Kitchen area

• Terms and Conditions signed  Copy of insurance for file