

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

Hire of the meeting/therapy room costs £6.50 per hour (discounts are available for full day bookings or particular situations - please discuss this with us). The room is normally available Mon-Sat between 8.30am-6.30pm, and some evenings by arrangement.

Tea / Coffee facilities are available on the first floor. 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

Email contactPhone no.

2nd 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

OFFICE USE ONLY

Induction Covered

Fire Escapes Extinguishers Keys

Heating Cleaning

Windows

• Name added to users list in bookings book