

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

Hire of the meeting/therapy room costs £5 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, or evenings if you can arrive by 6.30pm. Any other requests need to be discussed.

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

Once you hand in this form and a completed copy of the terms and conditions, your application will go to the next Friday co-op meeting, and a member will contact you to arrange an induction. If you are a therapist we will ask to see proof of insurance for your activity.

Name of Group/User

Contact Person Phone no.

2nd Contact Person (for groups)..... Phone no.

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 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.

OFFICE USE ONLY

Induction Covered

Fire Escapes Extinguishers Keys

Heating Cleaning

Windows

- Name added to users list in bookings book