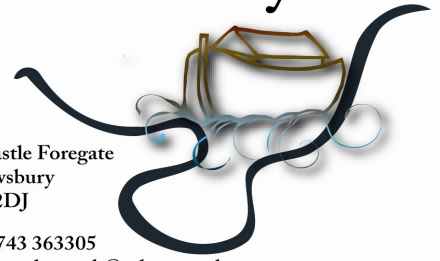


Society/Organisation

# The Shrewsbury Ark



10 Castle Foregate  
Shrewsbury  
SY1 2DJ

T: 01743 363305  
E: shrewsburyark@yahoo.co.uk

Phil Griffiths - Manager

Name of Organiser

.....

Full address .....

.....

Postcode ..... Daytime tel. no. ....

Day required..... Date required .....

Order number/subjective & cost centre if applicable .....

Number of attendees:

Number of refreshments required:

Time:

Coffee .....

Tea .....

Lunch .....

Other .....

Buffet: HOT / COLD .....

## ROOM HIRE RATES

ARK ROOM – UP TO 12 PERSONS, BOARD ROOM OR CHAIRS IN CIRCLE - £25 PER ½ DAY (9-1,1-5)

ANGEL ROOM – UP TO 6 PERSONS, CHAIRS IN CIRCLE, COMPUTER TABLE – £12 PER ½ DAY(9-1,1-5)

## EXTRA CHARGES:

ARK LAPTOP AND PRINTER –	£5 PER ½ DAY (9-1,1-5)	YES/NO
TELEVISION AND DVD/VIDEO -	£5 PER ½ DAY (9-1,1-5)	YES/NO

REFRESHMENTS FOR 1- 6 - £2.50 PER ½ DAY; 1-15 – £5 PER ½ DAY

LUNCH CHARGES DEPENDENT UPON REQUIREMENTS, E.G SANDWICH BUFFET – £3 PER HEAD; HOT BUFFET £6 PER HEAD

Please inform us of any amendments to original booking no later than two days prior to the event. Cancellation of a booking MUST be put in writing prior to the event or a full charge will be made. Please make sure that all details are recorded, in order that your requirements can be carried out efficiently. Terms and Conditions of Hire are as attached.

Date ..... Signed .....

All Payments for room hire must be made in advance. Do you require a VAT receipt? Yes/No

