



Room Hire Booking Form / Agreement

Contact
Name:

Organisation:

Address:

Telephone:

Email:

BOOKING DETAILS

Event Date: No. of Delegates

Event Name:

Booking Times: Start: Finish:

REFRESHMENTS

On Arrival: Teas and Coffees Time Required:
Teas, Coffees and Biscuits

Mid Morning: Teas and Coffees Time Required:
Teas, Coffees and Biscuits

Lunch: Cold Buffet Time Required:

Afternoon: Teas and Coffees Time Required:
Teas, Coffees and Biscuits

Dietary
Needs

Jugs of water will be available throughout your meeting. If you require bottled water, please let us know and we can supply this at an extra cost.

ROOM LAYOUT

Boardroom	Theatre	Interview
Classroom	Round (8)	U Shape
Hollow Square	Other:	

EQUIPMENT

SMART Board	Laptop	Flipchart & Pens
Display Boards		

Data Protection: You are giving your consent for Machars Action to store and process your data. We will not share any information with other parties.

All final details must be received by Machars Action 3 days before the date of the booking. This includes room layout, numbers, catering and equipment requirements.

Your invoice will be sent after the event and is payable 30 days from the invoice date.

I agree to the terms and conditions supplied with this booking form.

Signed:

Date:

Name:

Position:

Please return to:

Louise McCulloch
Machars Action
26 South Main Street
Wigtown
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Email: info@macharsaction.co.uk

Machars Action

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