

**NCI COMMUNITY ASSOCIATION CIO**

**Booking request form**

Please return as an attachment to: bookingsnci@gmail.com

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| --- | --- |
| Date of prospective booking: |  |
| Running times of the event: |  |
| Approximate number of people expected: |  |
| If you have a preference of room please indicate if known, otherwise the most appropriate will be offered: |  |
| Name, email and phone number: |  |
| Type of event being planned: |  |
| Will there be juniors (under 13’s) attending? |  |
| Any further info that would be helpful for us to know (specific drinks perhaps?): |  |

We operate a deposit scheme of £50. This is refundable should there not be excessive cleaning, any damage or any altercations.

Should the event be cancelled within the 1 month prior to the event the deposit is not refundable.

**Please note that we do not allow you to bring and supply your own drinks as we have a fully stocked bar.**

**If there is something you would like to see please let us know.**