**Whitehaven Harbour Commissioners Facilities**

Facilities Booking Form

Before you fill in your booking form please ensure you read our **Facility Rates Card** found on our website…

**Facilities Booking Form**

**Company Details**

|  |  |
| --- | --- |
| Date of Form | <date> |
| Company | <company name> |
| Company Address | <address> |
| Primary Contact Name | <name> |
| Primary Contact Number | <number> |
| Primary Contact Email | <email address> |
| Secondary Contact Email | <email address> |

**Meeting Details**

|  |  |
| --- | --- |
| Room Name | <Rum Story Boardroom, Rum Story Education Suite, Gordon Tomson House> |
| Meeting Type | <Meeting, Training, Presentation> |
| Date(s) | <date(s)> |
| Time(s) | <time(s)> |
| Number of attendees | <number> |
| Equipment Required | <projector, flipchart, computer> |
| Tea & Coffee Required | <yes/no> |

**Fees**

We will only be able to give you a full quote of the fees for your facility needs once you have submitted this form with all the relevant information.

A guidance rate card is available on our website….

* Fees generally comprise of per half day/day rates
* In addition to an event fee you will have to pay for any services that we provide, or for any costs/ damages that we incur.

**Submitting your Form**

Forms should be submitted via email to [info@whitehavenhc.org.uk](mailto:info@whitehavenhc.org.uk)

For questions or queries please call 01946 590515