



# Families United Network

## Booking confirmation

Thank you for your recent enquiry. Please complete this form to confirm your booking requirements. It may be advisable to contact us to make a provisional booking prior to sending this form to ensure availability of facilities. Please supply as much information as possible to assist us in the preparation for your hire.

### Your details

**Contact name:** \_\_\_\_\_

**Organisation/Dept:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Post code:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

### Course details

**Purchase order no:** \_\_\_\_\_

**Invoice Address: (if different from above)** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

**Times between:** Start time: \_\_\_\_\_ End time: \_\_\_\_\_

**Name of course:** \_\_\_\_\_

**Number of attendees:** \_\_\_\_\_

\_\_\_\_\_

## Room requirements (Please ✓ appropriate box)

Rooms:

Room 1	Main Activity Hall (inc coffee shop)	
Room 2	Coffee Shop & Kitchen	
Room 3	Training Room (please circle layout below)	
Room 4	Lounge	
Room 5	Music Room	
Room 6	Sensory Room	
Room 7	IT suite	
	Front of Building (Rooms 2 - 6)	

Room layout    U-Shaped Style    Cabaret Style    Classroom Style

Conference Style    Theatre Style

## Any other requirements (please state)


**Changes to this booking can be made up to 14 days before the date of hire. Thereafter payment will need to be made in full.**

**A map is enclosed, Please ensure that all delegates are aware of the location of Families United Network, at Britannia Estate, Unit 5, Leagrave Road, Luton, Bedfordshire, LU3 1RJ (for Sat Nav: LU3 1RD) and that the correct car park spaces are used. (These are marked)**