



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 make a provisional booking prior to sending this form to ensure availability of facilities. Please supply as much information as possible to assist us to prepare for your booking.

Your details

Contact name: _____

Organisation/Dept: _____

Address: _____

Post code: _____

Telephone number: _____

E-mail address: _____

Course details

Purchase order no: _____

Date(s) of hire: _____

Times of hire: Start time: _____ End time: _____

Please note that the room will only be available for use between these times, so please ensure that the booking includes any set-up or pack-up time required

Name of course/event: _____

Number of attendees: _____

Refreshments are not included in the cost of the hire:

Hot & cold drinks, cups and biscuits can be provided at a cost of £1/person

Hot water only can be provided free of charge

Number of people: _____

Catering can be provided (prices from £4.95 per person):

(sandwiches, savouries, crisps, cakes, fruit etc.)

Please call to discuss your requirements

Number of people: _____

Room layout requirements (Please ✓ appropriate box)

U-Shaped Style

20 people max

Cabaret Style

24 people max

Classroom Style

26 people max

Conference Style

28 people max

Theatre Style

40 people max

Equipment requirements (Please ✓ appropriate box)

Flipchart stand

Projector

Interactive display screen

Access to the internet

Laptop speakers

Any other requirements (please state)

Payment for the booking must be received two weeks before the date of the hire.

Please advise us of any changes as soon as possible.

**Unit 5 Britannia Estate, Leagrave Road, Luton, Bedfordshire, LU3 1RJ
Sat Nav: LU3 1RD**

**Please see directions below and ensure that only parking spaces marked
for Families United Network are used.**

How to find us



By Car:

The entrance to Britannia Estate is located on the B579 Legrave Road, between the junctions with Tudor Road and Cavendish Road. Drive into Britannia Estate and straight past the security office, following the road as it bears sharply left. Drive all the way through the estate until you see an exit barrier. FUN is located on the left just before this barrier, with parking spaces opposite on the right. For Sat Nav, please use : LU3 1RD

By Train:

Families United Network is located 1.5 miles from Central Luton (LUT) train station.

Luton can be accessed directly by train from Bedford, Harlington, Flitwick, Harpenden, St Albans, Wellingborough, Kettering, Corby and London.

By Bus:

Arriva bus number 27 stops outside the street entrance to Families United Network on Legrave Road, opposite the junction with Saxon Road. For further details please see their website:

www.arrivabus.co.uk/south-east or call 0344 800 44 11

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