



# Families United Network

## Booking confirmation

Thank you for your recent enquiry. Please complete and return the booking form with your relevant insurance documents (please see terms and conditions) 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:** \_\_\_\_\_

**Purchase order no:**  
(if required for invoicing) \_\_\_\_\_

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

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

**Times of hire:** Start time: \_\_\_\_\_ End time: \_\_\_\_\_

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

**No. of people attending**  
(approx.) \_\_\_\_\_

**Room(s) required (Please ✓ appropriate box)**

Room 1	Main Activity Hall (incl. coffee shop)	
	If use of the bouncy castle is required, please tick here	
Room 2	Coffee Shop & Kitchen	
Room 3	Training Room (please circle layout below)	
Room 4	Lounge	
Room 5	Safe Space	
Room 6	Sensory Room	
Room 7	IT suite	
	Front of Building (Rooms 2 - 6)	

**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: Unit 5 Britannia Estate, Leagrave Road, Luton, Bedfordshire, LU3 1RJ (for Sat Nav: LU3 1RD) and that the correct car parking spaces are used. (These are marked)**