



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)	

Training Room (please circle): **U-shaped** **Cabaret** **Classroom** **Theatre**

Any other requirements (please state)

Please provide bank details for the return of the security deposit paid (where applicable):

Account Name _____

Account Number _____

Sort-code _____

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.

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 located at the rear of the building and are marked)