

# Canalside Centre

## Room Hire Booking Form

Please phone **020 8968 4500** or email **canalside.centre@epiccc.org.uk** to check availability. To confirm your room booking with us please pay the final full amount 3 months prior to the intended booking date. A confirmation email will be sent after the full payment amount has been received.

Please fill out this form in black ink and **BLOCK CAPITALS**.

Group's Details			
Date(s) booking for:			
Arrival time:		Departure time:	
Size of group:			

Group Organiser's Details:			
Title: (Ms, Miss, Mr)		Name:	
Company/ Organisation:		Position:	
Address:		Email:	
Work Telephone:		Mobile:	
Arrival time of organiser on dates:			

Details of Who to Invoice (If different from group organiser's details):			
<b>Title:</b> (Ms, Miss, Mr)		<b>Name:</b>	
<b>Company/ Organisation:</b>		<b>Position:</b>	
<b>Address:</b>		<b>Email:</b>	
<b>Contact number(s):</b>			

## Terms & Conditions

### Cancellation Policy

If you wish to make a cancellation, please give a one calendar month's notice to receive a 100% refund, after this no refund can be given.

### Cancellation By Canalside Centre

The centre reserves the right to cancel bookings. In the event of cancellation customers may be offered a full refund or an alternative booking.

### Important:

I have read and understand and agree to accept for myself and all the people named in my group the '**Terms and Conditions**' I note and accept these standard terms. I also certify that I am over 18 years old and I am fully authorised to make this booking officially on behalf of the group, club, company or other organisation referred to above.

### Payment Methods

You can make payment by issuing a cheque (made payable to EPIC CIC) or alternatively you can pay by debit or credit card through Paypal.

**Signature:**

**Date:**



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