

Crafty Cuppa CIC Workshop Booking Form

Coordinator Contact information -

Organisation name		Organiser name	
Email			
Phone Number			
Address			
Postcode			

Workshop Information

Number of attendees		Number of coordinators	
Date of Hire			
Start Time (not including 30 minutes set up)		End time(not including packing up 30 minutes)	
I would like the Crafty Cuppa to take bookings for me	Yes/No	I will take my own bookings and provide a link for the Crafty Cuppa CIC to direct traffic.	Yes/No
I will provide the Crafty Cuppa CIC a poster to advertise my even as well as any details I wish to be included on the website.			Yes/No

Invoice Details (if different from above)

Organisation name		Organiser name	
Email			
Phone Number			
Address			
Postcode			

You will be invoiced via email once you have had your booking confirmed.

Payment is due up to 3 days prior to your event. If you are running multiple events you can pay in installment

Payment is via bank transfer to avoid banking fees.

Before submitting your booking please make sure you read the terms and condtions for the Crafty Cuppa CIC room hire.

I have read the terms and Conditions	Yes/No
Signed by coordinator	
Name Printed	
Date	