



## Room Hire Booking Form

If you would like to hire one of our rooms please complete and return this form to:  
Yvonne Dobson at Helix Arts, 2<sup>nd</sup> Floor, 1-4 The Old Casino, Forth Lane, Newcastle,  
NE1 5HX or email [yvonne.dobson@helixarts.com](mailto:yvonne.dobson@helixarts.com). Thank you

<b>Organisation</b>	<input type="text"/>
<b>Address</b>	<input type="text"/>
<b>Contact Name</b>	<input type="text"/>
<b>Contact Tel. No.</b>	<input type="text"/> <b>Are you a registered charity?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Email Address</b>	<input type="text"/>
<b>Date of Hire</b>	<input type="text"/>
<b>Session time</b>	<input type="text"/>
<b>Number Attending</b>	<input type="text"/>

### Room Hire and charges - Please tick option

Room	Capacity	Hourly Rate £	Full Day Rate £	*Reduced Rate £	Tick Required Option
Room 1	6	20.00	140.00	15.00 / 105.00	
Room 2	12	30.00	210.00	25 .00 / 175.00	
Room 3 (Rooms 1 & 2 combined)	16	50.00	350.00	40.00 / 280.00	

\*Reduced rate for charities and non-profit making organisations. Prices exclusive of VAT

### Equipment requirements: Please state

### Catering details if required: Please state