

Main/Registered Office: Signposts, 58 Regent Road, Morecambe, LA3 1TE

Telephone : (01524) 419021 Fax : (01524) 411541

E-mail: signpostsmarc@signposts.org.uk

Website: www.signposts.org.uk

**“Working to Empower the Community”
in Lancashire and Cumbria**

Pamela Beswick – Chief Executive



Community
Legal Service



Help Point

Signposts Booking Form

Contact Details

Name: _____

Organisation: _____

Address: _____

Where to send invoice (if different from above)

Telephone no: _____

Mobile no: _____

Email Address: _____

Booking Requirements

Venue: _____

Room: _____

Name/description of event: _____

Time: _____

Dates: _____

Frequency: _____

Numbers of expected participants _____

Catering

Food 4 Thought

Signposts are able to provide catering through our Food 4 Thought outside catering service. If you require catering for your booking please contact Signposts Main Office for this to be booked or tick this box when completing your booking and we will contact you on receipt of your booking.

Childcare

Travelling Tots

Signposts are able to provide childcare through our Travelling Tots mobile crèche service. If you require childcare for your booking please contact Signposts Main Office for this to be booked or tick this box when completing your booking and we will contact you on receipt of your booking.

Any other needs:

Booking Declaration

I have read and am familiar with the "Guide To Using The Building " Booklet for Signposts and the need to comply with its policies and procedures.

I have checked with my organisation that I carry the necessary insurance cover for the activities tend to carry out.

Signed: _____ Date: _____

Please return this form to: Signposts Main Office - Bookings

Address: 58 Regent Road, Morecambe, Lancashire LA3 1TE Phone: 01524 419021

Email: signpostsmarc@signposts.org.uk

Community Centre Charges – Hourly Rates

Free Use

Applies to small community based groups not charging an admittance fee for their activities.

Community Rate £8.45

Applies to community based groups who charge an admittance fee for their activities and children's parties

Non-Community Rate £10.55

Applies to charity based groups and statutory partners

Commercial Rate £20.30

applies to Businesses, Profit making organisations, Weddings and adult parties, Training events and organisations

You may pay by cash or cheque Please make cheques payable to **Signposts MARC**

You will be invoiced **Total Cost of Invoice**.....