

Friends of Castle Green  
Castle Green Pavilion  
Castle Green  
Hereford HR1 2NW

Tel: 01432 272684  
Mon: 07753 397260

E: [info@friendsofcastlegreen.org.uk](mailto:info@friendsofcastlegreen.org.uk)  
or [m.a.f.hubbard@btinternet.com](mailto:m.a.f.hubbard@btinternet.com)

**PAVILION BOOKING FORM**

**Applicant Information**

Name:

Name of organisation:

Current Address:

Telephone Number(s):

**Booking Information**

Planned activity**:**

Room required**:**

Dates required

Start time: End Time (include setting up &packing up time)

Set Up:

Number of attendees expected:

Do you require refreshments (£1.00) per head Yes / No

I agree to read and apply the fire risk assessment, the acceptable use policy for IT systems and the user handbook before using the building. Cancellations within 7 days of the booking are subject to a cancellation charge of half the agreed room hire charge.

**Signature of applicant Date:**