

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

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**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:**