



## ROOM BOOKING REQUEST FORM

### Office use

Voluntary group	<input type="checkbox"/>	Statutory/commercial	<input type="checkbox"/>	Private	<input type="checkbox"/>	Family	<input type="checkbox"/>
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### 1. Your details

Name of applicant	
Name of group	
Address	
Postcode	
Phone number	
Email	

### 2. Details of booking

Date(s)					
Time					
What activities will the group be involved in? <i>(Give as much detail as possible)</i>					
Age of users	0-16	17-19	20-30	31-55	over 55
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you a Camden resident?	Yes	No			
	<input type="checkbox"/>	<input type="checkbox"/>			
If no, which borough do you live in?					
Are the majority of users Camden residents?	Yes	No			
	<input type="checkbox"/>	<input type="checkbox"/>			
Number of men and women in the group?	Men		Women		
How is the group funded?					
Do you have professional liability insurance?	Yes	No			
	<input type="checkbox"/>	<input type="checkbox"/>			
If you work with children or young people do you have current CRB checks?	Yes	No			
	<input type="checkbox"/>	<input type="checkbox"/>			

*Requests for bookings will be considered by the Holborn Community Association Management Committee. Bookings have to fit in with our regular programme of events and with other groups who may wish to book space. You will be notified of the Management Committee's decision within 30 days.*

Return this form to **Millman Street Resource Centre, 50 Millman Street, London WC1N 3EW** or email it to **admin@holborncommunity.co.uk**