Everton Nursery School and Family Hub

Spencer Street
Liverpool
L6 2WF
0151 233 1969
evertonnsfc@evertoncentre.liverpool.sch.uk

Room Booking Form

Name:_____ Contact:_____

Number of people attending: ☐ Time required:_____

Email:_____ Name of Course:_____

Internet Access: If you require access to external links, please submit said links to be tested with our firewall **PRIOR** to your attendance.

I would like to book the following room: Please tick **one** box.

Regional Leadership Centre	☐	Base	☐
Hall	☐	Learning Centre	☐

Style of room: Please tick **one** box.

Boardroom style	☐	Row of seats	☐
Cabaret style	☐	Circle of chairs (soft chairs)	☐

Equipment required:

Video Conference	☐	Laptop	☐
Whiteboard	☐	Projector	☐

Food Options:

Sandwich Service	☐	Hot Lunch	☐
Tea + Coffee	☐	Cold Buffet	☐
Refreshments	☐	Biscuits	☐

Room Hire Prices
£250 per day, 8.30a.m.- 4.30p.m.
£125 per day, 8.30a.m.-12.30p.m. or 12.30p.m.- 4.30p.m.
Hourly usage is available between 3p.m. and 7p.m. and is charged at £30.00 per hour.
Refreshments (Tea, Coffee, Water and Biscuits) can be provided.
Free Car Parking available.