



# Everton Nursery School and Family Centre

Spencer Street  
Liverpool  
L6 2WF  
0151 233 1969  
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## **Room Booking Form**

Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Number of people attending:  Date 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

DVD Player  Projector

Paper  Speakers

**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.