



Everton Nursery School and Family Centre

Spencer Street

Liverpool

L6 2WF

0151 233 1969

evertonnsfc@evertoncentre.liverpool.sch.uk

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

☐

ESOL

☐

Other

☐

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

☐

Smart Board

☐

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.