



# 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	<input type="checkbox"/>	Base	<input type="checkbox"/>
Hall	<input type="checkbox"/>	Learning Centre	<input type="checkbox"/>
ESOL	<input type="checkbox"/>	Other	<input type="checkbox"/>

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

Boardroom style	<input type="checkbox"/>	Row of seats	<input type="checkbox"/>
Cabaret style	<input type="checkbox"/>	Circle of chairs (soft chairs)	<input type="checkbox"/>

**Equipment required:**

Video Conference	<input type="checkbox"/>	Laptop	<input type="checkbox"/>
Whiteboard	<input type="checkbox"/>	Smart Board	<input type="checkbox"/>

**Food Options:**

Sandwich Service	<input type="checkbox"/>	Hot Lunch	<input type="checkbox"/>
Tea + Coffee	<input type="checkbox"/>	Cold Buffet	<input type="checkbox"/>
Refreshments	<input type="checkbox"/>	Biscuits	<input type="checkbox"/>

### **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.