

Venue Provider Booking Form

It is important when booking a venue to ensure that all relevant arrangements are confirmed in writing (even when their service is being provided free of charge).

This form should be used if service provider does not provide a booking document.

Date of Agreement:	
Marie Curie Contact Details (Name, Position, Email and Telephone Number):	
Venue Host Contact Details (Name, Position, Email and Telephone Number):	
Venue Name:	
Venue Address:	
Facilities provided at venue (e.g. room size, numbers attending event, parking, welfare and refreshment facilities etc.):	
Date Venue is required:	
Times Venue is required (e.g. from 9am to 10pm)	
Cost of Venue Hire and Payment Terms:	

