*Use this form to book an activity / class / event*

**About your organisation / group**

|  |  |
| --- | --- |
| Name contact person |  |
| Tel no |  |
| Email address |  |
| Postal Address |  |
| Name of organisation / group |  |
| Website address |  |
| Facebook page |  |
| Instagram link |  |
| Type of organisation | 🞏 Profit – Business  🞏 More than Profit (Charity, SCIO, CIC, Social Enterprise)  🞏 Education /Council/ NHS  🞏 Other …………………………………………… |

**When you book as an Individual (not for Parties, Weddings, etc) \***

|  |  |
| --- | --- |
| Name |  |
| Tel no |  |
| Email address |  |
| Postal Address |  |

\* There is a separate booking form for Private Hire such as birthday parties, weddings, family gatherings, etc. Contact the Nilupul Centre [hello@nilupul.org](mailto:hello@nilupul.org)

**About your booking**

| When this is a block booking, please provide all the dates you would like to book the spaces for. | | | |
| --- | --- | --- | --- |
| Date | Start time | Finish time | Room/Hall |
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*Note: Please ensure you have include enough set up and take down time when deciding your booking start & finish time.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rooms/Hall | |  | Equipment required (Specify quantities) | |
| HH | Harmony Hall (capacity 80) |  | Tables |  |
| YR | Yellow Room (capacity 10) |  | Chairs |  |
| BR | Blue Room (capacity 1 to 1) |  | Chairs with arm rest (max 15) |  |
| PR | Pink Room (up to 5 + 1 to 1) |  | Projector |  |
| HH + café S | Harmony Hall opened up with the café – Serviced |  | Projector screen |  |
| HH + café U | Harmony Hall opened up with the café – Un-serviced |  | Interactive multi-media screen |  |
| US 51 | Upstairs@51 (capacity 25 seated) |  | Flask of hot water (2L) |  |
|  |  |  | Jug of cold water (1L) |  |

If you are not sure which room(s) would be suitable for your activity, please contact us and we are happy to assist.

|  |
| --- |
| ow would you like your room/s or hall set up: |
|  |

|  |
| --- |
| Please tell us about your event / activity: |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Numbers expected: |  |  | Cost of participation: |  | |  |  |  |  |  | |

|  |  |
| --- | --- |
| Will you organise your own publicity?  If no, would you like us to help to make publicity? | YES / NO  YES / NO |
| Would you mind sharing your publicity with the Nilupul Centre i.e. on our Facebook page, website, Instagram? | YES /NO |
| Can we take pictures of your activity and put on our Facebook page/ website or Instagram? | YES/ NO |

**Declaration**

By signing and submitting this form I declare that;

* I confirm that the information entered on this form is true & accurate.
* I confirm that I have read, understood & familiarised myself with the conditions of hire which are published on our website at [www.nilupul.org.uk](http://www.nilupul.org.uk)
* I understand this form will be kept in the Nilupul Centre office for the purposes of (1) managing bookings and (2) the safe & effective management of The Nilupul Centre.

|  |  |  |
| --- | --- | --- |
| Date | Name | Signature |
| Participant |  |  |
| Nilupul |  |  |

Please return this form to us by email at [hello@nilupul.org](mailto:hello@nilupul.org) or by posting/hand delivering it to The Nilupul Centre, 2nd Floor, 51 Reform St, Dundee, DD1 1SL

**For office use**

|  |  |
| --- | --- |
| Application received date: |  |
| Decision outcome: |  |
| Decision maker: |  |
| Decision date: |  |
| Applicable charges: | 🞏 Regular bookings- Profit  🞏 Regular bookings – Not for profit  🞏 Occasional bookings - Profit  🞏 Occasional bookings – Not for profit |
| Notes: |  |