

# the bridge

DUMFRIES LEARNING TOWN

## Room Booking Form – Internal

Rooms at the Bridge are available to Let by Council Departments. If you would like to use facilities at the Bridge, please complete the form below. **Please note there are no refreshment facilities at the Bridge**, however an urn can be supplied for 'bring your own'.

A charge may be applicable where the Let incurs a cost to the Bridge or there is an exchange of money at the event. If this is the case, you will be notified of the charge prior to confirmation of the booking.

Please return completed form by email to [thebridge@dumgal.gov.uk](mailto:thebridge@dumgal.gov.uk)

Department				Section		
Name of Hirer				Designation		
Address 1						
Address 2				Postcode		
Telephone				Email		
Internal Re-charge Code if appropriate						
Event						
Lead Contact						
Purpose / Nature of Booking						
Day	Start Date		End Date		Start Time	End Time
Regular Bookings	Weekly		Monthly		Other	
Type of Area requested						
Approximate Numbers	U18s / 60+		Adults		Is there an exchange of money to attend? YES / NO	
					If YES for example, how much (a) Attendance Ticket – (a) £ (b) Refreshments - (b) £ (c) Raffle Tickets - (c) £ (d) Other - (d) £	
Special Requirements / Equipment Required (screens, laptops, urn) / Layout Required / Dates not required / Etc.						
Signature of Hirer				Date		