

Annexe Room Booking Enquiry

Rooms available:

McCartney Hall (downstairs) and Pollock Room (upstairs) – both large rooms, can accommodate 30 people seated meeting style or 50 seated theatre style, total space 70m² all rooms are 4.3m high.

Cafe Space - 30m²

Meeting Room - 18m²

Larger Therapy/Counselling Room - 20m²

Small Therapy/Counselling Room - 10m²

Times available: **9.00-5.00 Monday, Tuesday, Thursday & Friday**
 9.00-9.00 Wednesday

Costs: Rooms are hired by either morning or afternoon slots – contact the office for more information

Minimum hire 2 hours weekday and 4 hours at weekends

New groups are required to pay in advance. A 50% non-returnable deposit is due upon booking a room.

Please complete details below to make enquiries about availability of room for hire or general enquiry for member of staff.

Name: _____ Group name: _____

Contact number: _____ E mail: _____

Contact address: _____

Type of group, please Indicate (see above): 1. 2. 3.

Please detail enquiry below:

Date(s):

Time(s):

Purpose:

Tea & coffee / sandwich & soup lunch

We will respond to your enquiry within 2 days. Please ensure the correct contact details are entered. If everything is acceptable we will ask you to complete a booking form and sign conditions of hire form to confirm your booking.

Please return to bookings@annexecommunities.org.uk

Date Received: _____

Annexe Signature _____