

NAFSIYAT ROOM BOOKING FORM

Please complete the form in full below.

Bookings are not confirmed until we have received the booking form and agreed deposit (half of room hire total).

**All bookings are subject to the terms and conditions and must adhere to the Nafsiyat Visitor COVID-19 policy.**

The time/dates you request may not be available at the time of your booking. If this is the case, we will be in contact to make alternative arrangements.

For more information, please contact us on the details above.

|  |  |
| --- | --- |
| **ABOUT YOU** | |
| **Contact Name:** |  |
| **Organisation** (if applicable): |  |
| **Contact Email:** |  |
| **Contact Address:** |  |
| **Contact Telephone Number:** |  |
| **Invoice address** (if different): |  |
| **Invoice Email** (if different): |  |

|  |  |
| --- | --- |
| **ABOUT THE EVENT** | |
| **Brief description of the event:**  (e.g., therapy, counselling, training, network, etc - specify) |  |
| **Number of attendees:** |  |
| **Recurring** (How many weeks?): |  |
| **Session Start Time:** |  |
| **Session Finish Time:** |  |
| **Start Date:** | Click or tap to enter a date. |
| **End Date:** | Click or tap to enter a date. |
| **Room Preferences:** | Window Room: Y/  N/  How Many Chairs: Click or tap here to enter text.  Layout: Click or tap here to enter text.  Other: Click or tap here to enter text. |
| Would you like a TV Monitor in the Room? | Y/  N/ |

|  |  |
| --- | --- |
| **ADDITIONAL INFORMATION** | |
| Additional Comments: |  |
| **Pricing**   * **£12/Hour per Room.** * The partition in Room 3 & 4 can be removed to make a large open room. This is billed as two rooms.   **Terms & Conditions**   * **For organisations only:** 50% non-refundable deposit payable on booking. * Confirmation email will be sent once booked. * The room(s) **must** be left clean and tidy. * Refreshments and other consumables must be provided by the booker. * Must adhere to Nafsiyat COVID-19 policy. * If providing therapy/counselling, the following documents are required before the booking can commence:   + Evidence of membership of professional body, e.g. BACP/UKCP/BPS/BAAT   + Evidence of qualification   + Evidence of professional insurance   **Cancellation Policy**   * There is a 48 hour-cancellation policy in place. Cancellations with less than this amount of notice will incur the full fee. | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |