

Venue Booking Form

SHYPP – Bridge Street Training Room



Contact Name	
Organisation Name	
Contact Address	
Telephone No.	
Date Required	
Time Required (from and to)	
Number of people expected	
Reason for room hire	

Please note that unfortunately the training room does not have disabled access. Tea, coffee and water will be available. Buffet lunch can be ordered on your behalf. Please indicate below and SHYPP will contact you further for details if required.

Lunch Required? Yes / No (Please delete as appropriate)

If yes:

Number of people	
Any special requirements (e.g. vegetarian, gluten free)	

A charge of £7 per hour for the room will apply. Lunch, if required, will be additional £6.00 per person. Please either send payment with the booking form or complete section below for invoicing.

Invoice Name	
Invoice Address	
Telephone No.	
Purchase Order Number	

Please return the form and any payment to:

SHYPP
44 Berrington Street
Hereford
HR4 0BJ

Or info@herefordshireshypp.org

Please contact 01432 374320 with any queries.