

FLY CUP MEETING ROOM BOOKING SHEET – 2023



CUSTOMER DETAILS

Required Day:		Company Name & Address (inc postcode)	
Required Date:			
Access time (to include your personal set up):			
Finish Time:		Telephone No:	
<u>Layout required:</u> Café style Theatre Any other		Charity Number if applicable:	
<u>Equipment required:</u> screen, flip chart, computer?		Email Invoice address:	
Number of covers:		Another invoice address:	

Do you require Catering – if so, what time would you want it served?

Please note our normal trading hours are Monday to Friday from 8am until 4.30pm. We are happy to take bookings outside of these hours but please ensure you book the space for the time required to allow us to ensure there is staff cover. If you hold the space for longer than the booked period, there will be additional charges to cover the cost of this cover.

Cancellation policy –

Room bookings, with or without catering – If the customer requests cancellation of their contract 2 working days or less before the date of the booking, they will be invoiced for 50% of cost of the

Unit 2, Advertising House, Burghmuir Circle, Blackhall Industrial Estate, Inverurie AB51 4FS

Telephone 01467 625645 E-Mail admin@flycup.org.uk

Company Registration Number 205467

Fly Cup Catering Limited is a Registered Scottish Charity Number SC 029395

meeting room hire. Cancellation within 48h will be charged at 100% all cancellations must be in writing to admin@flycup.org