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# Booking Enquiry Form

Synergy (Cambridge) Trust

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**Name of person or group wanting to use the facility**

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**Contact Person**

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\_\_\_\_\_

**Email**

\_\_\_\_\_

example@example.com

**Mobile Number**

\_\_\_\_\_

**Are you a non-profit group?**

No

Yes

**Date**

**Times**

Hour

Mins

Hour

Mins

**What will you be using the room/s for?**

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## Expected number of attendees

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### What space/s are you requesting

Wreford Room (ground floor)

Cafe Area (ground floor)

Commercial Kitchen (ground floor)

Rimu Room (ground floor)

Board Room (first floor)

Totara Room with kitchenette (first floor)

Manuka Room (first floor)

Auditorium (first floor)

### Data Requirements

Data Projection

Projection with sound

Whiteboard

Interactive Screen

### Please let us know any other requirements for your event

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Tables, chairs, tea & coffee facilities, sound and lighting requirements etc

### Please email me a quote and acceptance form to sign and return

yes