

**The Undercroft**

**Worcester Cathedral**

**8 College Yard**

**Worcester, WR1 2LA**

Telephone: 01905 732 900

undercroft@worcestercathedral.org.uk

**THE UNDERCROFT AT WORCESTER CATHEDRAL BOOKING FORM**

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| Name of Organisation:- | |
| Registered Company Number (if applicable) | Registered Charity Number (if applicable) |
| Address of Organisation: | |
| Please include contact details of primary contact: | |
| Website: | Email address: |
| Main purpose of organisation/Type of Business: | |
| Purpose and type of meeting/activity you plan to hold in The Undercroft: | |
| Date and time of booking:  Package booked (as stated in Terms and Conditions):   1. Single Room (Seminar Room)   Hirer only has access to the Seminar room.  Other rooms maybe used by other bookings.  Access to toilets will be through Cloister.   1. Large Room + breakout   Hirer has access to Flexible Education space & meeting room   1. Exclusive Use of the Undercroft   Access to all rooms including the Kitchenette, but not including storage area.  Any alternative agreements agreed: | |
| Please state set-up arrangements: (please refer to possible setup configurations on our website. Different setup configurations must be agreed at booking and may incur additional costs) | |
| Anticipated number of people attending: | Will the meeting be open to the public? |
| Will children be attending? (those under 18 years old)  If YES please enclose a copy of your Safeguarding Policy. | |

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| Please state any catering requirements. Include any allergies : |
| What equipment will you need access to: |
| If you expect to have any attendees with limited mobility, please state here. This will ensure their needs are met: |
| Is there anything else you need to tell us or any other information that you require?  Please give details: |
| How did you come to hear about The Undercroft? |
| Sign to confirm you have read and accept the Terms and Conditions  Signed Print Name Date |

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| **For Office Use Only** | | | | | |
| Cathedral Liaison |  | Fee Agreed |  | Vergers booked |  |
| ULC Diary |  | Deposit Amount |  | Catering booked |  |
| Applications |  | Invoice Sheet |  | Setup booked |  |